



Pusat Pengajian
Pengkomputeran

SCHOOL OF COMPUTING

Universiti Utara Malaysia

INDUSTRIAL TRAINING

A

PRAK01

ORGANISATION

EVALUATION FORM

This evaluation contributes **40%** of the total marks for industrial training. Kindly submit this form directly to the UUM Supervisor.

Course Code/Course Name : _____

Matric No. : _____

Student Name : _____

Organisation : _____

* Reported by the following officer	
Name :	_____
Signature :	_____ Date: _____
Official Stamp :	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>

* Officer with at least a Bachelor's degree qualification

INSTRUCTION

Please assess and assign marks for the following items.

INDIVIDUAL ASSESSMENT (30%)

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
A: Social Skill & Responsibility (10%)						
Self-expression	Not confident in doing a task	Limited self-confidence in doing a task	Sometimes demonstrate self-confidence	Frequently demonstrate self-confidence	Always display self-confidence	
	Too self centred	Self-centred	Sometimes accept other people's perception of self	Frequently accept other people's perception of self with an open heart	Always accept other people's perception of self with an open heart	
	Not aware of self ability and potential	Able to realise the self ability and potential when raised by others	Sometimes accept and give praise and feedback	Frequently accept and give praise and feedback	Always accept and give praise and constructive, rational feedback	
Interaction with others	No interest to participate in conversations	Less interest to participate in conversations	Take part in conversations when initiated by others	Take the initiative to start a conversation	Start, maintain and end a conversation in a friendly manner	
	No eye contact	Less eye contact	Limited eye contact	Appropriate eye contact	Maintain good eye contact	
Etiquette	Need guidance to be ethical when carrying out responsibilities to the society	Lack of ethics when carrying out responsibilities to the society	Ethical when carrying out responsibilities to the society, but sometimes put self interest first	Frequently ethical when carrying out responsibilities to the society	Always ethical and promote being ethical when carrying out responsibilities to the society	
Sub-total						
Total A (Sub-total/24*10)						
B: Values, Attitudes & Professionalism (10%)						
Appearance	Show appearance, not appropriate to situations or wear improper attire at all times	Show appearance, less appropriate to situations or wear improper attire most of the time	Show appearance, appropriate to situations and wear proper attire in general	Show appearance, appropriate to situations and most of the time wear proper attire	Always show appearance, appropriate to situations and wear proper attire at all times	
Proactive & Volunteerism	Demonstrate no interest to offer him/herself when offered to perform a certain task	Demonstrate less interest to offer him/herself when offered to perform a certain task	Agree to offer him/herself when offered to perform a certain task (reactive)	Offer him / herself voluntarily to perform a certain task	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task	
Work Ethics	Practice inappropriate working culture such as bad behaviour, not punctual as well as not being efficient, not productive and unethical at work in almost all situations	Sometime shows appropriate working culture such as inconsistent behaviour, less punctual as well as being less efficient, productive and ethical at work in many situations	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in general	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in most situations	Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations	
Sub-total						
Total B (Sub-total/12*10)						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
C: Lifelong Learning (10%)						
Self Learning	Not able to self-learn	Limited ability to self learn	Sufficient ability to self-learn	In general, able to self-learn	Good ability to self-learn	
Interest	Show no interest in exploring issues for a given task	Show limited interest in exploring issues for a given task	Demonstrate some interest in exploring issues for a given task	Demonstrate sufficient interest for exploring issues for a given task	Readily interested in exploring issues for a given task	
Initiative	No initiative to complete a task	Demonstrate limited initiative in completing a task	Demonstrate moderate initiative in completing a task	Demonstrate good initiative in completing a task	Demonstrate excellent initiative in completing a task	
Effort	No effort to complete task	Minimal effort to complete task	Sufficient effort to complete task	Good effort to complete task	Excellent effort to complete task	
Understanding of organisation governance	Poor understanding of the organisation governance	Limited understanding of the organisation governance	Fair understanding of the organisation governance	Good understanding of the organisation governance	Excellent understanding of the organisation governance and can explain off hands	
Knowledge of key business principles and practices	Do not understand the important information from a business point of view	Poor understanding what is important from a business point of view	Often need guidance in understanding what is important from a business point of view	Good understanding of the important information from a business point of view and able to use it to solve relevant problems	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities	
Ability to apply knowledge into practices	Do not demonstrate skills in applying knowledge to practical problems	Demonstrates minimal skills in applying knowledge to practical problems	Demonstrates moderate skills in applying knowledge to practical problems	Demonstrates reasonable skills in applying knowledge to practical problems	Demonstrates excellent skills in applying knowledge to practical problems	
Sub-total						
Total C (Sub-total/28*10)						

PROJECT ASSESSMENT (10%)

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
D: Problem Solving (10%)						
Problem Identification	Not able to explain a problem, even with assistance.	Able to partially explain a problem with maximum assistance.	Able to explain a problem with minimum assistance.	Independently able to explain a problem without assistance.	Able to provide explanation of problem clearly and accurately.	
Analysis	Not able to organise and analyse gathered requirements and fails to define the factors that contribute to the problem/issue or explain the root of the problem.	Finds difficulty in organising and analysing gathered requirements and finds difficulty in explaining the factors that neither contribute to the problem/issue nor explains the root of the problem.	Able to organise and analyse gathered requirements but does not clearly describe the factors that contribute to the problem/issue or clearly explain the root of the problem.	Able to organise and analyse gathered requirements, describe some factors that contribute to the problem/issue or explain the possible roots of the problem.	Able to organise and analyse gathered requirements, clearly describe the factors that contribute to the problem/issue or explain the root of the problem	
Application	Not able to apply any new idea or knowledge to a given problem.	Barely able to apply new idea	Limited ability to apply new idea or knowledge.	Able to apply new idea or knowledge to a given problem with assistance from lecturer or student.	Able to apply new idea or knowledge to a given problem independently.	
Decision Making	Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance.	Able to make some decisions based on comparison and contrast between information, ideas and available solution with maximum assistance	Able to make decisions based on comparison and contrast between information, ideas and available solutions with some Help.	Able to make decisions based on comparison and contrast between information, ideas and available solutions.	Able to make effective and excellent decisions based on comparison and contrast between information, identify problems and available solutions.	
Sub-total						
Total D (Sub-total/16*10)						

SUMMARY

Please fill in the marks for the specified section.

CLO	1	2	3	4	TOTAL 40%
LOC	5 (Ethics and Professionalism)	2 (Cognitive Skills)	3b (Interpersonal Skills)	4a (Personal Skills)	
MARKS	B: Values, Attitudes & Professionalism 10%	D: Problem Solving 10%	A: Social Skill & Responsibility 10%	C: Lifelong Learning 10%	

OVERALL FEEDBACK

1. Please state your overall opinion concerning the student's performance.

2. Based on your experience with the current students, what skills are lacking?

3. Please indicate the expected skills required from future industrial training students.

4. The student has been offered the opportunity to be recruited by this organisation.

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>