Pusat Pengajian Pengkomputeran
SCHOOL OF COMPUTING

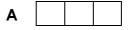**Universiti Utara Malaysia**

INDUSTRIAL TRAINING

A ☐ ☐ ☐

PRAK02

UUM SUPERVISOR

EVALUATION FORM

This evaluation contributes **60%** of the total marks for industrial training.

Course Code/Course Name :

Matric No. :

Student Name :

Organisation :

INSTRUCTION
Please assess and assign marks for the following items.

* The Visiting Lecturer MUST fill in this section.

PROJECT PRESENTATION (20%)

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
A: Verbal Communication (10%)						
Purpose of presentation	Incomprehensible	Vague	Moderately clear	Clear	Very clear	
Content	No grasp of subject matter	Lack of understanding of subject matter	Understand some of the subject matter	Understand most of the subject matter	Fully understand the subject matter	
Clear delivery of ideas	Not able to deliver ideas clearly and require major improvements	Able to deliver ideas and require further improvements	Able to deliver some ideas and require minor improvements	Able to deliver ideas fairly clearly	Able to deliver various ideas with great clarity	
Confident delivery of ideas	Not able to deliver ideas confidently	Able to deliver ideas with limited confidence and require further improvements.	Able to deliver ideas with some confidence but still require minor improvements	Able to deliver ideas fairly confidently	Able to deliver ideas confidently	
Voice & pronunciation	Voice is unclear, with consistent pronunciation errors and poor pacing, making it difficult to understand.	Voice is often unclear, with frequent pronunciation errors and issues with pacing that affect comprehension.	Voice is generally clear but includes noticeable pronunciation errors or inconsistencies in pacing.	Voice is mostly clear and well-paced, with minor pronunciation errors. Engages the audience well overall.	Voice is consistently clear, well-paced, with accurate pronunciation throughout. Engages the audience effectively.	
Understand and respond to questions	Not able to understand and respond to any question	Partly understand the questions but not able to accurately answer the questions	Able to understand and briefly answer questions	Able to respond to questions reasonably well	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples	
					Sub-total	
					Total A (sub-total/24*10)	
B: Practical - Project description (10%)						
Functionality	Project is not functional	Less than half of the project is functional	More than half of the project is functional	Project is functional but some parts can be improved	Project is perfectly functional	
User requirement	Design does not include any of the mandatory requirements	Design includes very few mandatory requirements	Design includes only some mandatory requirements	Design includes most of the mandatory requirements	Design includes all mandatory requirements and suitable non-requirements	
Beneficial to organisation	Project is not beneficial	Less than half of the project is beneficial	More than half of the project is beneficial	Project is beneficial but some parts can be improved	Project is beneficial to organisation	
Ready for implementation	Project is not ready to be implemented	Less than half of the project is ready to be implemented	More than half of the project is ready to be implemented	Project is ready to be implemented but some modules can be improved	Project is ready to be implemented	
					Sub-total	
					Total B (sub-total/16*10)	

Reported by:

Visiting Lecturer

Name : _____

Signature : _____   *Date :* _____

Official Stamp :

INSTRUCTION
Please assess and assign marks for the following items.

* The UUM Supervisor MUST fill in this section.

INDIVIDUAL ASSESSMENT (10%)

C: 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 C (sub-total/16*10)	

PROJECT ASSESSMENT (30%)

Written Communication

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
D: Proposal (5%)						
Project Title	Incomprehensible	Vague and not relevant	Moderately clear and relatively irrelevant	Clear but lack relevance	Very clear and relevant to the field of IT and organisation's need	
Problem Statement, Significance of the Study	Problem is vaguely stated. No justification between purpose and problem/ opportunity. The project is not significant	Problem is too broad. Lack of justification between purpose and problem/ opportunity. The project is not significant	Problem is stated. Justification between purpose and problem/ opportunity is not clear. The project lacks significance	Problem is stated and justified but one or more are not stated in a clear and concise manner. The project is significant but are not highlighted clearly	Problem is stated and justified very clearly. The project is highly significant	
Objectives	Objectives are not clearly stated	Objectives are not aligned with stated problem	Objectives are stated but there is lack of coherence to the stated problem	Objectives are stated but one or more are not stated in a clear and concise manner	Manageable numbers of objectives that is clear and aligned with the stated problem	
Scope	No scope provided or scope is entirely unclear and unrelated to the project.	Scope is unclear and lacks focus, making the content difficult to comprehend.	Scope is somewhat clear but lacks detail, making the content hard to follow in some areas.	Scope is clear, with good communication, though some areas may need improvement in clarity or depth of information.	Scope is exceptionally clear and concise, demonstrating strong written communication and coherence.	
Methodology	No methodology provided or entirely unclear, making it impossible to understand the approach.	Methodology is poorly explained, with vague or incomplete descriptions that make the process difficult to follow	Methodology is somewhat clear but lacks sufficient detail, making the steps or approach unclear in some areas.	Methodology is clear, with well-described steps and a logical flow, though some areas may need further clarification or refinement.	Methodology is exceptionally clear, well-structured, and detailed, demonstrating strong written communication and a coherent flow of ideas.	
					Sub-total	
					Total D (sub-total/20*5)	

5

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 excellent	Marks
E: Draft report (5%)						
Completeness	Incomplete	Incomplete but the important component is there	Complete but require minor improvements	Complete but not well written	Complete and well written	
Structure	Not able to write ideas coherently	Able to write ideas with limited coherence and require major improvements	Able to write ideas fairly coherently but require minor improvements	Able to write ideas coherently, yet can be improved	Able to write ideas with excellent coherence	
Mechanics/ format	Poorly formatted Does not follow any guidelines	Formatted but require further improvements Reflects minimal knowledge of APA/IEEE guidelines Reflects minimal knowledge of APA/IEEE guidelines	Formatted with minor improvements Reflects incomplete knowledge of APA/IEEE guidelines	Adequately formatted Uses APA/IEEE guidelines with minor violations to cite sources	Well formatted Uses APA/IEEE guidelines accurately and consistently to cite sources	
					Sub-total	
					Total E (sub-total/12*5)	
F: Final report (15%)						
Establishing the project context	Problem is vaguely stated while objectives are not stated	Problem is too broad. Objectives are not aligned with stated problem	Problem is stated but there is lack of coherence between purpose, problem/ opportunity and objectives	Problem and objectives are stated but one or more are not stated in a clear and concise manner	Problem is stated very clearly. Manageable numbers of objectives that is clear and aligned with the stated problem	
Appropriate methodology in carrying out the project	Methods for collecting and analysing requirements to support project objectives are not discussed	Methods for collecting and analysing requirements are wrongly discussed relative to the project objectives	Methods for collecting and analysing requirements are minimally discussed relative to the project objectives	Methods for collecting and analysing requirements are adequately discussed relative to the project objectives	Methods for collecting and analysing requirements are thoroughly discussed relative to the project objectives	
Result, discussion & conclusion	Results are missing or unclear. Discussion and conclusion are absent or fail to address the findings.	Results are unclear or incomplete. Discussion is minimal with weak links to the project. Conclusion is vague or too brief.	Results are presented but somewhat unclear. Discussion has limited connection to the project. Conclusion is basic and lacks clear summary or insights.	Results are clear with minor issues. Discussion links results to the project but lacks some detail. Conclusion summarises findings but lacks depth	Results are clear and well-organised. Discussion links results to the project clearly. Conclusion summarises findings and provides clear insights or recommendations	
Report organisation and structure	The organisation is problematic or nonexistent	The organisation is unclear or ineffective	The organisation is not clear or does not follow the required report structure	The organisation is clear but containing minor problems	Well organised	
Graphics (charts, tables, graphs)	Diagrams and illustrations are not used to clarify the content	Diagrams and illustrations are neither neat nor entirely accurate and they don't add much to the content	Diagrams and illustrations are somewhat accurate though do not add understanding to the content	Diagrams and illustrations are accurate	All diagrams and illustrations are neat, accurate and add understanding to the content	
Mechanics (punctuations, grammar, spelling)	Poorly formatted	Formatted but require major improvements	Formatted with minor improvements	Adequately formatted	Well formatted	

References	Does not follow any guidelines	Reflects minimal knowledge of APA/IEEE guidelines	Reflects incomplete knowledge of APA/IEEE guidelines	Uses APA/IEEE guidelines with minor violations to cite sources	Uses APA/IEEE guidelines accurately and consistently to cite sources	
Appendix	No appendix provided or completely irrelevant.	Appendix is poorly structured and lacks relevance.	Appendix is somewhat relevant but incomplete or poorly organised.	Appendix is relevant, mostly complete, and fairly organised.	Appendix is highly relevant, complete, and well-organised.	
					Sub-total	
					Total F (sub-total/32*15)	

G: Logbook (5%)						
Consistency of Entries	No entries made.	Inconsistent entries with large gaps in time.	Somewhat consistent entries with some gaps.	Mostly consistent entries with minor gaps.	Highly consistent, regular entries with no gaps.	
Reflection and Self-Assessment	No reflection or self-assessment present.	Minimal reflection, lacking depth.	Some reflection but lacks critical insight.	Reflective with moderate self-assessment.	Deep reflection and thorough self-assessment.	
Professionalism and Organisation	Logbook is disorganised and incomplete.	Logbook is somewhat organised but lacks structure.	Logbook is organised, but some sections are incomplete.	Logbook is well-organised with minor issues.	Logbook is highly organised and fully complete.	
					Total G (sub-total/12*5)	

SUMMARY
Please fill in the marks for the specified section.

CLO	2		3					4	TOTAL 60%
LOC	**2 (Cognitive Skills)**	**3a (Practical Skills)**	**3c (Communication Skills)**				**TOTAL CLO3 35%**	**4a (Personal Skills)**	
			Verbal Communication	**Written Communication**					
MARKS	**C: Problem Solving 10%**	**B: Practical - Project description 10%**	**A: Verbal Communication 10%**	**D: Proposal 5%**	**E: Draft report 5%**	**F: Final report 15%**		**G: Logbook 5%**	