

INDUSTRIAL TRAINING EVALUATION
(To be evaluated by Lecturer/Panel)

Student Name*		IC No.*	
Programme*		Matrix No.*	
Host Company Name*		Date*	

*To be filled by student

ITEM	ASSESSMENT	MARK
A	LOGBOOK	
1	Summary of the weekly report	/3
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	/3
3	Activities Report	/3
4	Relate the activities with theoretical knowledge	/3
5	Attach pictures, diagrams, drawing etc as evidence	/3
6	Signatures of the supervisor for verification purposes	/3
SUB-TOTAL (20%)		---- x 20 % = 21
B	FINAL REPORT: STRUCTURE/FORMAT	
1	Apply knowledge of basic math, science & engineering/business & management/ basic communication, interpersonal management and new media	/3
2	Activities Report	/3
3	Relate the activities with theoretical knowledge	/3
4	Work quality / problem solving	/3
5	Describe new knowledge / experience gained	/3
6	Project	/3
SUB-TOTAL (30%)		---- x 30 % = 18
TOTAL MARKS (50%)		

Comment (If any):

Signature : _____

Name : _____
(Please endorsed with official stamp)

Date : _____

Rubric InTra 05
 Ijazah

Rubric – Logbook

No	Criteria	Assessment		
		1	2	3
1	Summary of the weekly report	Significantly missing content Poorly stated	Complete content Significantly have repetition in activities Fairly stated	Complete content Different activities Clearly stated
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Poorly complete the requirement Unorganized	Fairly complete the requirement Neat	Complete all the requirement Neat
3	Content of the full report	Less than 1/4	Complete less than 3/4	Complete up to the last week
4	Activities Report	Major error, missing content, very sloppy	A significant omission of error, Neat	Fairly no error Neat
5	Relate the activities with theoretical knowledge	Relationship between the theory and activity is not stated.	Relationship between the theory and activities are clearly.	Relationship between the theory and activities are clearly stated.
6	Attach pictures, diagrams, drawing etc as evidence	Irrelevant attachment	Attach with little explanation	Attach with satisfactory explanation
7	Signatures of the supervisor for verification purposes	Verified 1 to 3 times	Verified 4 to 6 times	Verified 7 times and above

Rubric InTra 05

Ijazah

Rubric - Report (Content)

No	Criteria	Assessment		
		1	2	3
1	Apply knowledge of basic math, science & engineering/business & management/basic communication, interpersonal management & new media	Fail or insufficiently to demonstrate the use of basic math, science & engineering/business & management/basic communication, interpersonal management & new media.	Readily use basic math, science & engineering/business & management/basic communication, interpersonal management & new media as ways to think, gain and share knowledge.	Readily use basic math, science & engineering/business & management/basic communication, interpersonal management & new media as ways to think, gain and share knowledge, solve problems and make decisions/ recommendation.
2	Activities Report	Detail is missing or fail to illustrates what activities were logged/observed etc.	An appropriate amount of detail is used to explain the activities logged/ observed, etc. No personal reactions/comments stated.	Activities are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries.
3	Relate the activities with theoretical knowledge	Explanation is missing or fail to relate the theory with activities perform/observed	An appropriate amount of detail is used to explain the relationship. No personal reactions/comments provided.	Relationship between the theory and activities are discussed in detail. Personal reactions/comments are provided for at least some entries.
4	Work quality/Problem solving	Fail or insufficient quality to meet expectations.	Average skill to identify problems and propose solution	Competent skill to identify problems, propose solutions, make recommendations or decisions to improve current design or practice.
5	Describe new knowledge/ experience gained	No new knowledge / experience explained.	New knowledge / experience clearly stated but not related to the task given	Both new knowledge and experience explained clearly and applied to the training.
6	Project	No project handled.	Completed the project given but without detail explanation or no support evidence provided.	Completed the project given. The project are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries.