



SCMX 3912 INDUSTRIAL TRAINING
Semester _____ Session _____

A

REPORT SUPERVISOR EVALUATION FORM

Student Name : _____
Matric No. : _____
Programme : _____
Organization : _____

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

Report Supervisor	
Name :	_____ Staff ID: _____
Signature :	_____ Date: _____
Official Stamp :	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

CONFIDENTIAL

INSTRUCTION:

Please mark the given scale for the following items:

SECTION A: PROJECT PROPOSAL (TOTAL = 25)(15%)

	NON SATISFACTORY			EXCELLENT		
1 Organization Background	0	1	2	3	4	5
2 Project to be implemented/involved	0	1	2	3	4	5
3 Planning	0	1	2	3	4	5
4 Summary	0	1	2	3	4	5
5 References and Appendix	0	1	2	3	4	5

Total

SECTION B: INDIVIDUAL ASSESMENT (TOTAL =25)(5%)

Log book						
1 Neat and complete	0	1	2	3	4	5
2 Reviewed by supervisor constantly	0	1	2	3	4	5
Student characteristics						
1 Initiative and motivated	0	1	2	3	4	5
2 Willing to gain knowledge	0	1	2	3	4	5
3 Commitment	0	1	2	3	4	5

Total

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SECTION C: REPORT (TOTAL = 190)(30%)

	DRAFT					FINAL								
	NON SATISFACTORY					NON SATISFACTORY					EXCELLENT			
Organisation Introduction														
1 Organization background														
a. Brief History and organisation structure	0	1	2	3	4	5	0	1	2	3	4	5		
b. Vision, mission and organisation objective	0	1	2	3	4	5	0	1	2	3	4	5		
2. Activities/Organisation functions	0	1	2	3	4	5	0	1	2	3	4	5		
Project description														
1 Project introduction	0	1	2	3	4	5	0	1	2	3	4	5		
2 Overview of the project	0	1	2	3	4	5	0	1	2	3	4	5		
3 Involvement/Technical description	0	1	2	3	4	5	0	1	2	3	4	5		
4 Explanation for deliverables	0	1	2	3	4	5	0	1	2	3	4	5		
Conclusion, suggestion & limitation														
1 Describe limitation(s) completely	0	1	2	3	4	5	0	1	2	3	4	5		
2 Describe suggestion completely based on limitation given	0	1	2	3	4	5	0	1	2	3	4	5		
3 Describe conclusion clearly	0	1	2	3	4	5	0	1	2	3	4	5		
Overall Experience														
1 Complete report for other task(s)	0	1	2	3	4	5	0	1	2	3	4	5		
2 State learning outcome clearly	0	1	2	3	4	5	0	1	2	3	4	5		
Bibliography/References														
1 Appropriate references	0	1	2	3	4	5	0	1	2	3	4	5		
2 Follow the approved format (ACM or IEEE)	0	1	2	3	4	5	0	1	2	3	4	5		
Format of Report														
1 Organize content, table of content, list of tables, list of figures properly	0	1	2	3	4	5	0	1	2	3	4	5		
2 Use suggested procedure for font, specification, margin, spacing, and page numbering	0	1	2	3	4	5	0	1	2	3	4	5		
3 Organize relevant graphic (table/chart, Graph, list of tables, list figure) properly	0	1	2	3	4	5	0	1	2	3	4	5		
4 Coherent between chapter and sub topics	0	1	2	3	4	5	0	1	2	3	4	5		
5 Use good language	0	1	2	3	4	5	0	1	2	3	4	5		

Total _____

JUMLAH BAHAGIAN A + B + C = _____

100% daripada markah penilaian penyelia/
of the total marks from supervisor evaluation = $\frac{\quad}{240} \times 100$

60% daripada markah penilaian penyelia/
of the total marks from supervisor evaluation = $\frac{\quad}{240} \times 60$