

FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA

**INDUSTRIAL TRAINING: LOG BOOK ASSESSMENT REPORT**

Name of Student	
Metric Number	
Company	
Programme	SHAD / SHAF / SHAR / SHAY

Please use the scale below to evaluate the trainee's performance in the following areas:

1	2	3	4	5
Unsatisfactory (Does not meet expectations)	Uncomplimentary (Rarely meet expectations)	Fair (Meets expectations)	Commendable (Sometimes exceeds expectations)	Exceptional (consistently exceeds expectations)

<b>1. Neatness</b>	1	2	3	4	5
Neatness of daily reports					

<b>2. Update of Log book</b>	1	2	3	4	5
a. Activities updated in ITS					
b. Activities updated daily					

<b>3. Log book content</b>	1	2	3	4	5
a. Description on the department and trainer					
b. Description on the scope of training					
c. Description on the system and/or procedure used.					
d. Evidence of tasks that has been carried out					
e. Summary of learning experience gained					

<b>4. Acknowledgement by Industrial Supervisor</b>	1	2	3	4	5
a. Verification by industrial supervisor					
b. Evidence of discussion with supervisor					

<b>Total Mark :</b>	<b>/50</b>
<b>FINAL MARK: (Total mark X 0.4)</b>	<b>/20</b>

Comment : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Faculty Supervisor : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_