

FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA

**INDUSTRIAL TRAINING: ASSESSMENT OF LI REPORT**

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

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

0-1	2-4	5-7	8-10
<b>Unacceptable:</b> Show no evidences of efforts; work is largely lack of structure and the report is not clear.	<b>Marginal:</b> Evidences of efforts are seen; substantial improvements are needed on the report organisation and its content.	<b>Acceptable:</b> Evidences of efforts are seen; slight improvements are needed on the report organisation and its content.	<b>Exceptional:</b> Evidences of efforts are clear; the report and its content are well organised and presented.

ITEMS	Mark ( 1 to 10)	Weight	Final Mark
<b>1. Introduction (Chapter 1)</b> - Introduction of Industrial Training - Objective of Industrial Training - Scope of Industrial Training - Summary of report		X 0.5	
<b>2. Background of Industry/ Organizational (Chapter 2)</b> - Company profile - Structure of the organization - Information of department/unit where Industrial Training is conducted - Flow chart work process of industry/organization		X 1.0	
<b>3. Comprehensive training information (Chapter 3)</b> - Description of training programs conducted in general - Experience gained		X 1.5	
<b>4. Project information/training specifically (Chapter 4)</b> - The objective of the project/training clearly stated - Relevant project/training are implemented - The outcome of project result/training is related - Ability to analyze, solve problem, and correlate the information, procedures and projects relevant to the study undertake		X 4.0	
<b>5. Conclusion (Chapter 5)</b> - Summary of report - Problem and suggestions - Reference		X 1.0	
<b>6. Writing skills</b> - Arrangement, structure of sentence and style of language - Figure, tables, charts etc. are appropriate and clear		X 1.0	
<b>7. Reporting format</b> - The layout and contents of the report - Size and format - Format reference - The length of the report (25 - 30 pages)		X 1.0	

<b>Total Mark :</b>	<b>/100</b>
<b>FINAL MARK: (Total mark X 0.6)</b>	<b>/60</b>

Other comment : \_\_\_\_\_

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

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