

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING: ASSESSMENT OF LI REPORT

Name of Student	
Matric Number	
Company	
Programme	SHAC – Bachelor of Accounting

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

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

ITEMS	Mark (1 to 10)	Weight	Final Mark
1. Introduction (Chapter 1) - Introduction of Industrial Training - Objective of Industrial Training - Scope of Industrial Training - Summary of report		X 0.05	
2. Background of Industry/ Organizational (Chapter 2) - Company profile - Structure of the organization - Information of department/unit where Industrial Training is conducted - Flow chart work process of industry/organization		X 0.10	
3. Comprehensive training information (Chapter 3) - Description of training programs conducted in general - Experience gained		X 0.15	
4. Project information/training specifically (Chapter 4) - 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 0.40	
5. Conclusion (Chapter 5) - Summary of report - Problem and suggestions - Reference		X 0.10	
6. Writing skills - Arrangement, structure of sentence and style of language - Figure, tables, charts etc. are appropriate and clear		X 0.10	
7. Reporting format - The layout and contents of the report - Size and format - Format reference - The length of the report (25 - 30 pages)		X 0.10	

Total Mark :	/100
FINAL MARK: (Total mark X 0.5)	/50

Other comment : _____

Name of Faculty Supervisor : _____

Signature: _____

Date: _____