

AZMAN HASHIM INTERNATIONAL BUSINESS SCHOOL
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING: LOG BOOK ASSESSMENT REPORT FORM

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

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)

1. Neatness	1	2	3	4	5
Neatness of daily reports					

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

3. Log book content	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					

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

Total Marks :	/50
FINAL MARKS: (Total marks / 50 X 30)	/30

Comment : _____

Name of Faculty Supervisor : _____

Signature: _____

Date: _____