

BLI-4 INDUSTRIAL TRAINING VISIT FORM

This form is to be completed by the Academic Supervisor after having interviewed the student and Industrial Supervisor during the industrial training visit. The completed form should be submitted to the Industrial Training Coordinator within **SEVEN (7)** days from the date of the industrial visit.



UMS
UNIVERSITI MALAYSIA SABAH

SECTION A: GENERAL

Lecturer's Name : _____

Student's Name : _____

Matric Num. :

--	--

--	--	--	--	--	--	--	--	--	--

Programme : Software Engineering (HC00) Network Engineering (HC05)

Multimedia Technology (HC12) Business Computing (HC13)

Data Science (HC14)

Name of Organisation : _____

Date of Visit : _____

Time of Visit : _____

Person Met : Name: _____

: Post: _____

SECTION B: DECLARATION

(To be filled by Industrial Supervisor)

I hereby certified that the above mentioned lecturer has visited our organisation on (date, DD/MM/YY) _____ (time, HH/MM) _____ am/pm.

Industrial Supervisor's Signature

Date :

Official Organisation Stamp

SECTION C: ASSESSMENT

Please evaluate the student using the following criteria (Please refer to the **rubrics** for marking scheme).

No.	Criteria	Weights	Marks (1-5)	Remarks
1	Progress *			
	<ul style="list-style-type: none"> ▪ Communication skills ▪ Work progress presentation 	5 5	____ / 5 ____ / 5	
2	Logbook *	5	____ / 5	
Total marks (15)				

Progress Presentation Rubric

	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
Communication skills	Very poor oral skills	Poor oral skills	Somewhat developed oral skills	Good oral skills	Excellent oral skills
Progress presentation	Very poor organization of presentations with unclear main points and conclusions;	Poor organization of presentations with unclear main points and conclusions;	Presentations reasonably organized but not always effective;	Well organized presentations.	Excellent presentations and written documents; Excellent and creative slides.

Log Book Rubric

	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
Organization of logbook	Incomplete; irrelevant content	No apparent order confusing	Logbook are in order, but the sequence is difficult to follow	Reasonably well.	In order
Completeness; Reporting of activities undertaken during industrial training to meet the objectives specified in the industrial training objective.	All important activities information are not reported and the report reflected that all industrial training activities are not carried out.	Many important activities information are not reported and the report reflected that many industrial training activities are not carried out.	Some important activities information are not reported and the report reflected that some of the industrial training activities are not carried out.	Not all important information is included; and it does not seriously detract from the effectiveness of the report.	All Important activities information is reported and the report reflects that all industrial training activities are carried out

SECTION D: ORGANISATION REVIEW

No.	Facility	Availability (Yes/No)	Remarks
1	Training schedule		
2	Tools		
3	Reference (library)		
4	Allowance		
5	Accommodation		
7	Workspace		

Actions and Comments

Urgent Action required from faculty (if any):

Comments to improve the industrial training (if any):

Organization suitability: Yes / No

(Please state the reasons if the organization is not suitable)

Academic Supervisor's Signature

Name :
Staff ID :
Date :

Official Stamp