

BLI-7 INDUSTRIAL SUPERVISOR REPORT

Please return the completed form by post, fax or email to the following address,

PENYELARAS LATIHAN INDUSTRI
 Fakulti Komputeran dan Informatik
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UMS
 UNIVERSITI MALAYSIA SABAH

SECTION A: GENERAL

Name of Student : _____

Matric Number :

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Program : _____

Name of Organisation : _____

SECTION B: ASSESSMENTPlease evaluate the student based on the following criteria (Please refer to the **rubric** for marking scheme):

NO.	CRITERIA	MARKS (1 - 5)	REMARKS
1	Critical thinking and problem solving		
2	Application of knowledge		
3	Leadership		
4	Communication		
5	Attendance		

Assessment Rubric

	VERY POOR (1)	POOR (2)	GOOD (3)	VERY GOOD (4)	EXCELLENT (5)
CRITICAL THINKING AND PROBLEM SOLVING. (Understanding of essential knowledge in Information Technology (IT), Principles and ability to apply them in practice)	Nearly no understanding of main principles of computing; could not relate it to practice	Basic understanding of some main principles of computing; rarely sees their relation to practice.	Reasonable understanding of most key computing principles and, with some guidance, often sees applicability to practical problems and situations.	Good understanding of all important computing principles; almost always able to see their applicability to practical problems and situations.	Thorough understanding of important computing principles; able to carefully analyse the extent of their applicability to practical problems; often able to come up with novel ways to enable applicability of computing techniques.
APPLICATION OF KNOWLEDGE (Ability to develop IT product using IT tools)	Unable to develop.	Developed partially.	Completely developed but do not follow the specification.	Completely developed but partially meet the specification.	Developed exactly as required and specified.
LEADERSHIP (Coordination, responsibility, contribution and decision making)	Unable to demonstrate activities coordination; and unable to demonstrate responsibilities; unable to contribute ideas; unable to make decision.	Able to demonstrate activities coordination; minimal responsibilities with no confidence; need encouragement to propose useful ideas; listen to alternatives before making decisions.	Able to demonstrate activities coordination; and able to demonstrate responsibilities with little confidence; propose useful ideas; listen to suggestions before making decisions.	Able to demonstrate activities coordination; and able to demonstrate responsibilities with confidence. propose useful ideas. listen and analyse suggestions before making decisions.	Able to demonstrate activities coordination. able to demonstrate responsibilities with high confidence. propose useful ideas. listen and evaluate suggestions before making decisions.
COMMUNICATION (Communication skills and teamwork)	Very poor oral and written skills; very poor organization of presentations with unclear main points and conclusions; Very Poor contribution during team presentations and team discussions	Poor oral and written skills; poor organization of presentations with unclear main points and conclusions; Poor contribution during team presentations and team discussions	Somewhat developed oral and written skills; presentations reasonably organized but not always effective; Positive contributions during team presentations and team discussions.	Good oral and written skills; well organized presentations; Very good contributions during team presentations and team discussions.	Excellent oral and written skills; Excellent presentations and written documents;; Excellent and creative slides: Greatly contributes to effectiveness of team discussions
ATTENDANCE (During Industrial training)	Student attendance is below 80%. Serious problem with lateness's.	Student attendance is above 80%. Problem with lateness's.	Student attendance is above 90% and rarely late.	Student attendance is above 95%, and rarely late	Student attendance is 100% and never to rarely late)

SECTION C: COMMENTS

- 1. Does the trainee have sufficient academic background to benefit from this industrial training scheme in your company?

- 2. Does the industrial training proceed as scheduled and planned? (Please state if there are changes or additions)

- 3. What kind of knowledge or learning topics will be necessary to enhance the marketability of our students?

Comments (Please feel free to write in another sheet if necessary)

Industrial Supervisor's Signature

Name :
Post :
Date :

Official Organisation Stamp