

**INDUSTRIAL TRAINING REPORT EVALUATION**

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| **STUDENT’S PARTICULARS (to be filled by student)** |
| Student’s Name |  |
| I.C. No. @ Matric No. |  | Programme | SEBB / SEBBH / SEEE / SEEEH / SEEL / SEELH / SEEM / SKEE / SKEL / SKEM / SMBE |
| Company’s Name and Address |  |
| Title of Project(Chapter III) |  |

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| **TECHNICAL REPORT EVALUATION (PLO6) (to be filled by School Supervisor)** |
| **Sections and Criteria** | **Mark****(a)** | **Weight****(b)** | **Score****(a×b)** |
| **Introduction*** Relevant and attention grabbing
* Relevant
* Somewhat relevant
* Remotely related
* Totally unrelated
 | ➄➃➂➁➀ | 2 |  |
| **Company Background** * Thorough but succinct company overview including some history, products/services, customers and suppliers
* Thorough but succinct overview with some history, products/services, but limited additional research on customers and suppliers
* Brief but incomplete overview of company
* Little overview of company
* No apparent company background
 | ➄➃➂➁➀ | 2 |  |
| **Provision of Training*** Complete description with prioritization of tasks and/or deliverables
* Complete description with no prioritization of tasks and/or deliverables
* Some explanation but limited
* Little explanation
* No apparent explanation
 | ➄➃➂➁➀ | 2 |  |

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| **Project (Chapter III)*** Presents clear and detail explanation on project background, objectives, methodology, finding and conclusions with proper selection of supporting materials.
* All items are presented but with limited details on some items
* Most of the items are presented with limited details
* Items are presented with insufficient details
* No apparent explanation on the project
 | ➄➃➂➁➀ | 8 |  |
| **Conclusion** * Insightful and honest reflection of each giving attention to detail
* Honest reflection but less insight and attention to detail
* Some reflection
* Little reflection
* No apparent conclusion
 | ➄➃➂➁➀ | 2 |  |
| **Writing Skills*** Smooth writing with proper sequencing of ideas and well transitioned paragraph
* Good sentence structure, word choice, sequencing of idea and paragraph transition with some spelling and grammatical mistake.
* Moderate sentence structure, word choice, sequencing of idea and paragraph transition with occasional spelling and grammatical mistake
* Fair sentence structure and word choice. Sequencing of ideas and paragraph transitions need to be improved
* Poor sentence structure, word choice, sequencing of ideas and paragraph transitions
 | ➄➃➂➁➀ | 2 |  |
| **Report Format** * Formatting follows UTM Thesis Manual regarding table of contents, titled sections with proper numbering, figures with captions, table with captions, page numbering and references
* Missed one of the above items
* Missed two of the above items
* Missed three of the above items
* Missed four of the above items
 | ➄➃➂➁➀ | 2 |  |
| **Total Score (d)** |  |
| **Total Score as per 40% (D = d / 2.5)** \*to be transferred into form SKE-LP5 |  |
| Supervisor’s comment (if required)  |
| Supervisor’s Name |  |
| Signature |  | Date |  |