

**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 | ➄  ➃  ➂  ➁  ➀ | 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 | ➄  ➃  ➂  ➁  ➀ | 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 | ➄  ➃  ➂  ➁  ➀ | 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 | | | ➄  ➃  ➂  ➁  ➀ | | 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 | | | ➄  ➃  ➂  ➁  ➀ | | 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 | | | ➄  ➃  ➂  ➁  ➀ | | 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 | | | ➄  ➃  ➂  ➁  ➀ | | 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 | |  | | |