**Evaluation Marks for Industrial Training Written Report**

**(FSG604)**

|  |  |
| --- | --- |
| **Name of student** |  |
| **Student number** |  |
| **Name of evaluator** |  |
| **Signature of evaluator** |  |
| **Program code** |  |
| **Date of submission** |  |

|  |  |  |
| --- | --- | --- |
| **(To be filled by evaluator)** | | |
| **1. Overall Structure, Organization & Quality** | **Marks allocated** | **Marks obtained** |
| Format and layout  Clarity and neatness  Table of content (list of table, figure, abbreviation)  Language, spelling, grammar and syntax | **5** |  |
| **2. Introduction and Backgrounds** | | |
| Training objectives  Summary of scope and activity  Organization chart  History, activities, product or services | **5** |  |
| **3. Contents and Findings** | | |
| Explanation on their work, task, results and discussion | **5** |  |
| **4. Conclusion and Recommendation** | | |
| Objective achieved  Suggestions | **5** |  |
| **5. References and Appendices** | | |
| List of references, data/pictures/any related document | **5** |  |
| **Total Marks** | **25** |  |
| **Industrial Training Report Percentage** | **20 %** |  |
| **Industrial Training Log Book** | **10** |  |
| Filled in the book every working day  description of daily work (for 8 weeks)  endorsed by supervisor-daily or weekly | **10%** |  |

**Please send/email this form to the coordinator:**

**Mohd Azizi Nawawi (ext 4575)**

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**pigeon hole no.81**

**GRADING RUBRIC FOR INDUSTRIAL TRAINING WRITTEN REPORTS (20%)**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** | **Very Weak (1)** | **Weak (2)** | **Moderate (3)** | **Good (4)** | **Very Good (5)** |
|  | **Overall Structure, Organization and Quality** | Does not show any of the following  - Clarity and neatness  -Table of content (list of table, figure, abbreviation)  -Language, spelling, grammar and syntax | Show some of the following  - Clarity and neatness  -Table of content (list of table, figure, abbreviation)  -Language, spelling, grammar and syntax | Show moderate of the following  - Clarity and neatness  -Table of content (list of table, figure, abbreviation)  -Language, spelling, grammar and syntax | Show most of the following  - Clarity and neatness  -Table of content (list of table, figure, abbreviation)  -Language, spelling, grammar and syntax | Show all of the following  - Clarity and neatness  -Table of content (list of table, figure, abbreviation)  -Language, spelling, grammar and syntax |
|  | **Introduction and Backgrounds** | Not significance & depth coverage in:  - Training objectives  -Summary of scope and activity  -Organization chart  -History, activities, product or services | Less significance & depth coverage in:  - Training objectives  -Summary of scope and activity  -Organization chart  -History, activities, product or services | Moderate information in  - Training objectives  -Summary of scope and activity  -Organization chart  -History, activities, product or services | Significance & depth coverage in:  - Training objectives  -Summary of scope and activity  -Organization chart  -History, activities, product or services | Very significance & depth coverage in:  - Training objectives  -Summary of scope and activity  -Organization chart  -History, activities, product or services |
|  | **Contents and Findings** | Very poor explanation on following attributes:  -Scope of training received  - Work and task given  -Learning experience acquired  -Any related results and discussion | Poor explanation on the following attributes:  -Scope of training received  - Work and task given  -Learning experience acquired  -Any related results and discussion | Moderate explanation on the following attributes:  -Scope of training received  - Work and task given  -Learning experience acquired  -Any related results and discussion | Well explanation on the following attributes:  -Scope of training received  - Work and task given  -Learning experience acquired  -Any related results and discussion | Great explanation on the following attributes:  -Scope of training received  - Work and task given  -Learning experience acquired  -Any related results and discussion |
|  | **Conclusion and Recommendation** | Does not show of the following  - data presentation  -results and explanation | Show some of the following  - data presentation  -results and explanation | Show moderate of the following  - data presentation  -results and explanation | Show most of the following  - data presentation  -results and explanation | `Show all of the following  - data presentation  -results and explanation |
|  | **References & appendices** | Does not show any of the following  - pictures of workplace  - any related information regarding training | Show some of the following  - pictures of workplace  - any related information regarding training | Show moderate of the following  - pictures of workplace  - any related information regarding training | Clearly show the following  - pictures of workplace  - any related information regarding training | Creatively show the following  - pictures of workplace  - any related information regarding training |

**GRADING RUBRIC FOR INDUSTRIAL TRAINING LOG BOOK (10 %)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria** | **Very Weak (2)** | **Weak (4)** | **Moderate (6)** | **Good (8)** | **Very Good (10)** |
|  | **Organization**  **of report.** | Incomplete and not in order. | Partial complete and less order. | Complete and in order. | Well complete and good order. | Well complete and good order with some initative and inovative elements. |

**EVALUATION MARKS FOR INDUSTRIAL TRAINING ORAL PRESENTATION**

**(FSG604)**

|  |  |
| --- | --- |
| **Name of student** |  |
| **Student number** |  |
| **Name of evaluator** |  |
| **Signature of evaluator** |  |
| **Program code** |  |
| **Date of submission** |  |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Marks allocated** | **Marks obtained** |
| **Background of the organization**  1. Company and department background  2. Organization chart  3. Business nature or activity | **5** |  |
| **Task and project**  Explanation include:   1. Introduction 2. Objectives 3. Procedure 4. Result and discussion 5. Conclusion | **5** |  |
| **Impact of industrial training**  Explains the impact of industrial training in terms of knowledge, skills and personal development. | **5** |  |
| **Conclusion and recommendation**  Concludes the outcome of the training programme with recommendations for future actions. | **5** |  |
| **Question & Answer**  Can address all questions with relevant and correct information. | **5** |  |
| **Total Marks** | **25** |  |
| **Total Marks in Percentage** | **20%** |  |

**Please send/email this form to the coordinator:**

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**pigeon hole no.81**

**GRADING RUBRIC FOR INDUSTRIAL TRAINING ORAL PRESENTATION (20%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Very Weak (1)** | **Weak (2)** | **Moderate (3)** | **Good (4)** | **Very Good (5)** |
| Background of the organization | Provide incomplete basic information. | Provide partial complete basic information. | Provide complete basic information. | Provide complete information about the organization | Provide complete information about the organization with extra effort and creativity. |
| Task and project | Provide incomplete task and project explanation. | Provide partial complete task and project explanation. | Provide complete task and project explanation. | Provide detail information regarding activities performed during industrial training. | Provide detail information regarding activities performed during industrial training with extra effort and creativity. |
| Impact of industrial training | Provide very weak impact of industrial training. | Provide weak impact of industrial training. | Provide acceptable impact of industrial training. | Provide high impact of industrial training in terms of knowledge, skills and personal development. | Provide high impact of industrial training in terms of knowledge, skills and personal development with extra effort and creativity. |
| Conclusion and recommendation | Very weak conclusion with no recommendation. | Weak conclusion with no recommendation. | Acceptable conclusion with recommendation. | Concludes the outcome of the training programme with recommendations for future actions. | Concludes the outcome of the training programme with recommendations for future actions with extra effort and creativity. |
| Question & Answer | Cannot address questions with irrelevant answer. | Weak address questions with irrelevant answer. | Able to address questions with irrelevant answer. | Can address all questions with relevant and correct information. | Can address all questions with relevant and correct information with extra effort and creativity. |