

PRACTICUM TRAINEE ASSESSMENT REPORT BY ADVISOR / ACIS (REPORT B)

PRACTICUM DATE / DURATION: _____ - _____

Name of Trainee : _____
 Matrix Number : _____
 Program Name : _____
 Name of Advisor : _____

Date Of Visit / Appoinment : _____
 Organization : _____
 Address : _____

PLEASE EVALUATE THE TRAINEE `S PERFORMANCE BY CIRCLING THE APPROPRIATE PERFORMANCE RATING:

1 – Unsatisfactory 2 - Weak 3 – Average 4 – Good 5 – Excellent

A. COGNITIVE DEVELOPMENT OUTCOMES						
1.	Job knowledge acquisition at workplace.	1	2	3	4	5
2.	Learning opportunities in new tasks / job.	1	2	3	4	5
3.	Application of subject knowledge at workplace	1	2	3	4	5
B. CONSULTATION & STUDENT`S LOGBOOK REPORT						
4.	Frequency of meeting with advisor.	1	2	3	4	5
5.	Willingness / responsiveness to advisor`s feedback	1	2	3	4	5
6.	Creativity and independent. (Ability to generate ideas, thoughts, self-reliant)	1	2	3	4	5
7.	Accountability level in logbook report	1	2	3	4	5
8.	Communication and interrelation skills	1	2	3	4	5
9.	Logbook report output/quality	1	2	3	4	5
10.	Overall trainee`s performance	1	2	3	4	5
TRAINEE`S ASSESSMENT SCORE		(/ 50)	×2 =	/100	

C.	RESULTS
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CATEGORY	REPORT A (Practicum Score from industry) (100 × 0.6) *	REPORT B (Assessment Score from Advisor) (100 × 0.4) *	Final Practicum Score / Grade (A + B)
Result			
GRADE: PASS / FAIL (Please ✓)			
50 and above		PASS	
49 and less		FAIL	

Name of Advisor : _____

Date of Final Evaluation : _____

Signature and Chop of Advisor : _____

D. REMARKS

(Advisor to provide report / evidences if student fails the practicum)

1. PLEASE SUBMIT REPORT (B) TO THE COORDINATOR BY THE DATELINE FOR FURTHER PROCESSING

2. ACADEMIC ADVISOR IS ADVISED TO KEEP A COPY FOR OWN RECORD