

PRACTICUM EVALUATION REPORT BY INDUSTRY (REPORT A)

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.	Knowledge acquisition in doing tasks/assignments.	1	2	3	4	5
2.	Learning capabilities in new tasks/jobs.	1	2	3	4	5
3.	Knowledge application and creative thinking abilities.	1	2	3	4	5
4.	Self directed learner	1	2	3	4	5

B. SKILLS DEVELOPMENT OUTCOMES

5.	Level of tasks/job/management skills.	1	2	3	4	5
6.	Level of problem solving/analytical skills.	1	2	3	4	5
7.	Communications and language proficiency skills.	1	2	3	4	5
8.	Social and human interrelation skills.	1	2	3	4	5
9.	Computer and system (ICT) application skills.	1	2	3	4	5

C. RESULTS

10.	Motivation level of trainee.	1	2	3	4	5
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11.	Flexibility towards tasks assignments.	1	2	3	4	5
12.	Time management/willingness to work extra time.	1	2	3	4	5
13.	Accountability and responsibility to tasks. (Adherence to work standards, meet datelines, sense of urgency)	1	2	3	4	5
14.	Quality of work and creativity.	1	2	3	4	5
15.	Leadership qualities. (Ability to work with people, in team)	1	2	3	4	5
16.	Willing to accept feedback/improvement level.	1	2	3	4	5
17.	Overall trainee's performance. (Attendance, productivity, contribution to organization)	1	2	3	4	5
18.	Potential to excel in future.	1	2	3	4	5
		SCORE		/ 90		
19.	Positive comment or strengths of trainee:					

	Provide appropriate bonus based on (19)					
		BONUS SCORE		/ 10		
20.	Areas for improvement:					

Name of facilitator	:				
Designation	:				
Evaluation date	:				
Company Seal/Chop	:				
		TRAINEE'S PRACTICUM SCORE		/ 100		
Please SEAL and return this form to: (by mail or through the trainee)						
Advisor _____ Academy of Contemporary Islamic Studies (ACIS) Universiti Teknologi MARA 40450 SHAH ALAM SELANGOR DE						