

**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**

<b>A. COGNITIVE DEVELOPMENT OUTCOMES</b>						
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>B. SKILLS DEVELOPMENT OUTCOMES</b>						
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
<b>C. RESULTS</b>						
10.	Motivation level of trainee.	1	2	3	4	5

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
		<b>SCORE</b>			<b>/ 90</b>	
19.	Positive comment or strengths of trainee:  _____					
	Provide appropriate bonus based on (19)					
		<b>BONUS SCORE</b>			<b>/ 10</b>	
20.	Areas for improvement:  _____  _____					
Name of facilitator	:	.....				
Designation	:	.....				
Evaluation date	:	.....				
Company Seal/Chop	:	.....				
<b>TRAINEE'S PRACTICUM SCORE</b>					<b>/ 100</b>	
Please <b>SEAL</b> and return this form to: (by mail or through the trainee)						
<b>Advisor</b> _____						
<b>Academy of Contemporary Islamic Studies (ACIS)</b>						
<b>Universiti Teknologi MARA</b>						
<b>40450 SHAH ALAM</b>						
<b>SELANGOR DE</b>						