

INDUSTRIAL SUPERVISOR EVALUATION FORM
FACULTY OF ELECTRICAL ENGINEERING
DELU 3118: INDUSTRIAL TRAINING

Student Name: _____

Matric No.: _____

Supervisor Name: _____

Company Name: _____

Department(s) the student was attached to: _____

Company Category / Status: _____ Government/ GLC Company/ Multi-National Company/ SME/ Private Sector/ Statutory Body

Course: _____

Section/Group: _____

INDUSTRIAL SUPERVISOR EVALUATION (50%)

* To be filled by Industrial Supervisor. Choose only one option for each question according to the presentation by the student during a faculty supervisor (lecturer) visit. Please return this form to the faculty supervisor via their email.

1	2	3	4	5	6	7	8	9	10
POOR		UNSATISFACTORY		SATISFACTORY		GOOD		EXCELLENT	

Q.1 Technical knowledge [LO1,PO1] (Observation and Logbook) (Actual = 10 Marks x 0.5 Weightage = 5 marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capability to demonstrate technical knowledge and skills.	Lack on demonstrate technical knowledge with relevant information to solve complex problems with a wide range of conflicting technical issues but lack of technical skills.			Capable on demonstrates technical knowledge with relevant information and fairly decent technical skills to solve complex problems with wide range or conflicting technical issues.		Good on demonstrate technical knowledge with relevant information to solve complex problems with a wide range of conflicting technical issues.		Demonstrates excellent technical skills and knowledge with relevant information to solve complex problems with a wide range of conflicting technical issues.		

Q.2 Etiquette and Moral / Discipline [LO2,PO8] (Observation and Logbook) (Actual = 10 Marks x 1.0 Weightage = 10 marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Not understanding and did not practice good ethics, moral values, code of practice and discipline	Lack of understanding and rarely practice of good ethics, moral values, code of practice and discipline.			Sufficiently understand and practice good ethics, moral values, code of practice and discipline.		Understand and practice good ethics, moral values, code of practice and discipline.		Understand and practice excellent ethics, moral values, code of practice and discipline.		

Q.3 Communication skills [LO3,PO10] (Observation and Logbook) (Actual = 10 Marks x 1.0 Weightage = 10 marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capable of delivering the solutions.	Minimal in delivering solutions but lack of details.			Sufficiently delivers the appropriate ideas with fairly relevant details.		Competent in delivering the solution with relevant details involving various stakeholders.		Excellent in delivering the solution with well-structured ideas and relevant details involving various stakeholders.		

Q.4 Team Spirit [LO4,PO9] (Observation and Logbook) (Actual = 10 Marks x 2.0 Weightage = 20 marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Not listen, share, and support the efforts of others. Not a good team player.	Often listen to, share with, and support the efforts of others, but sometimes is not a good team member.			Comfortable to work in a team. Able to listen, share and support the efforts of others.		Able to work in a team. Tries to be a team player.		Demonstrates excellent team spirit. Always a team player.		

Q.5 Lifelong learning [LO5,PO12] (Observation and Logbook) (Actual = 10 Marks x 0.5 Weightage = 5 marks)

1	2	3	4	5	6	7	8	9	10	MARKS
Not capable of searching and managing information to solve a familiar problem.	Fairly capable of managing information given and formulating the solution to a familiar problem.			Good & capable of managing information given and formulating the solution to a familiar problem.		Very Good in searching for information, managing, and formulating the solution to solve the problem beyond the previous technical experiences.		Excellent in searching for information, managing, and formulating the solution to solve the problem beyond the previous technical experiences.		

INDUSTRIAL SV TOTAL MARKS (50%)

Based on the given marks, I hereby agree that the students' result is (PASS/FAIL):

B: VISUAL PRESENTATION EVALUTION

Visual presentation refers to expressing ideas upon completion of industrial training using visual aids such as visual multimedia. Visual presentations such as pictures, graphs, tables, charts, and diagrams bring together the verbal and visual to add another dimension to the information and create a new path towards understanding its meaning and learning outcomes.

* To be filled by the Industrial Supervisor. Based on the elements in **Q.3 Section B**, the visual presentation fulfills the requirements of rating:-

1	2	3	4	5	6	7	8	9	10	MARKS
The visual presentation is partly irrelevant. The content of the presentation is either questionable or incomplete. Information is not presented in a logical order, making it difficult to comprehend.		The visual presentation is viewable, and the content provides few acknowledgements to the company. However, some required information is missing and/or not presented logically, but it is still generally easy to follow.		The visual presentation meets exceptional details. The content has an acknowledgement to the company and is accurate and required information is integrated into the presentation.		The visual presentation has exceptional details. The content has an acknowledgement to the company and is accurate, and required information is well integrated into the presentation.		The visual presentation is clear and focused, acknowledges the company and is accurate, and all required information is presented logically and appropriate.		

Comment/Suggestion:

COMPANY INFORMATION

* Circle your answer

**you may choose more than one answer

Is the company willing to accept visits from staff/students of UTeM?* YES / NO

Do you have any engineers among your hired staff?* YES / NO

Is there any registered Professional Engineer among them?* YES / NO

What is/are the professional background of the engineers in your company?**

Electrical ☐ Chemical ☐ Civil ☐
 Mechanical ☐ Mechatronics ☐ Electronics ☐
 Manufacturing ☐ Others: _____

Evaluated by Industrial Supervisor (Name):

Company Stamp:

email: _____

Date: _____