



**Pusat Pengajian Teknologi
Multimedia dan Komunikasi**

SCHOOL OF MULTIMEDIA TECHNOLOGY AND COMMUNICATIONS

Universiti Utara Malaysia

SCTX3908 INDUSTRIAL TRAINING

Employer Supervisor's Assessment of Student Performance in Practicum

Please complete the following:

Student name: _____

Name of employer supervisor: _____

Matric No.: _____

Supervisor phone number: _____

Academic programme: _____

Supervisor email address: _____

UUM Supervisor's Name: _____

Name of person completing the form (if different from the supervisor) _____

Please read the following important information:

Background	The UUM internship programme, or Practicum, is a crucial component of its academic programme. The employer supervisor uses the questionnaire below to evaluate the student's performance in Practicum along some dimensions reflecting learning outcomes that are significant to Malaysia Quality Assurance. The employer supervisor assessment contributes 60% of the student's grade for his/her Practicum.
Details	Please read the descriptions in the table below of the four possible levels of achievement for each item and choose the appropriate values: 1 (Poor), 2 (Fair), 3 (Good), or 4 (Excellent), representing the level of achievement exhibited by the student along that dimension. If you supervise more than one student, please submit a separate evaluation for each student. Following the table are administrative questions. Please provide your responses to the question(s). If you have questions about this form or encounter difficulties completing it, please email the Practicum Coordinator of SMMTC or the respective Report Supervisor.
Confidentiality is assured	Your evaluation plays an essential role in improving the programme over time. Please be assured that your evaluation of the student will be treated as strictly confidential and will be available only to the School of Multimedia Technology and Communication. We realise that your time is valuable, and we sincerely thank you for taking the time and effort to complete the evaluation.

Levels Of Achievement Scale	1 Poor	2 Fair	3 Good	4 Excellent
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KNOWLEDGE (circle your score)

1. Understanding of the organisation’s governance	1	2	3	4
2. Knowledge of crucial media technological principles and practices of the organisation	1	2	3	4
3. Ability to apply knowledge into practices	1	2	3	4
SCORE	/12			

COMMUNICATION SKILLS (circle your score)

1. Attentiveness is the ability to pay attention to the superior and subordinate and demonstrate a listening attitude (e.g., nodding head, asking for clarification).	1	2	3	4
2. Understand and Answer Questions – the ability to fully understand and respond to questions very well	1	2	3	4
3. Questioning – the ability to ask insightful questions with confidence.	1	2	3	4
4. Precise delivery – the ability to deliver ideas with great clarity	1	2	3	4
5. English language proficiency - possess excellent vocabulary and able to communicate fluently in English to meet the objective of the conversation	1	2	3	4
SCORE	/20			

CRITICAL THINKING AND PROBLEM-SOLVING SKILLS (circle your score)

1. Problem identification and supporting evidence - the ability to successfully identifies and summarize the main problem and examine the supporting evidence.	1	2	3	4
2. Proposed solution(s) – able to comprehensively propose one or more solutions that indicate(s) understanding of the problem.	1	2	3	4
SCORE	/8			

INFORMATION TECHNOLOGY (IT) PROFICIENCY (circle your score)

1. Application of IT – intern shows excellent competency in using relevant IT applications in completing assigned tasks.	1	2	3	4
SCORE	/4			

Levels Of Achievement Scale	1 Poor	2 Fair	3 Good	4 Excellent
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TEAMWORK (circle your score)

1. Foster good relationships – have a high ability to foster good relationships and work together effectively with other group members towards goal achievement	1	2	3	4
2. Contribution to the team – intern routinely provides helpful ideas when participating in group discussion(s).	1	2	3	4
SCORE	/8			

LEADERSHIP AND SELF-ESTEEM (circle your score)

1. Leadership Skills – the ability to demonstrate natural leadership abilities beyond expectations by taking the initiative and guiding others.	1	2	3	4
2. Self-esteem – the ability to demonstrate excellent self-esteem and enthusiasm	1	2	3	4
SCORE	/8			

LIFE-LONG LEARNING AND INFORMATION MANAGEMENT SKILLS (circle your score)

1. Seeking information – comprehensively understanding what information to look for and where to look for it.	1	2	3	4
2. Being resourceful – able to dig up all kinds of information and come up with comprehensive information.	1	2	3	4
SCORE	/8			

ATTITUDE AT WORKPLACE (circle your score)

1. Work Discipline – intern shows good discipline in completing the work task.	1	2	3	4
2. Respect for others – the intern always shows respect for others and can be a role model.	1	2	3	4
3. Punctuality – intern always shows up in advance, with enough time to prepare personally.	1	2	3	4
4. Meeting deadlines – intern always meets deadline(s) and often early; no reminders needed.	1	2	3	4
5. Personal Appearance – intern always maintains a tidy and presentable appearance.	1	2	3	4
SCORE	/20			

LOGBOOK (circle your score)

1. Maintains an excellent record of daily activities and can learn beyond the assigned task.	1	2	3	4
2. Comprehensive and well-written.	1	2	3	4
3. Use appropriate language.	1	2	3	4
4. Provide appropriate pictures, visual communication, or appendixes to elaborate more about their work task.	1	2	3	4
5. Regularly shows the logbook to the immediate supervisor and asks for endorsement.	1	2	3	4
SCORE	/20			

Other comments (if any):

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OTHER INFORMATION

Did the student receive an allowance from your esteemed organisation during his/her practicum training?

Yes No

If yes, please specify the amount per month: RM _____

This is to certify that both parties (employer and student) have discussed this evaluation report (optional):

Name of student: _____

Name of supervisor: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

<p>TOTAL ASSESSMENT MARKS: _____/88</p> <p>TOTAL LOGBOOK MARKS: _____/20 x 10 = _____</p>
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Employer Supervisor Signature & Official Stamp