

**Please complete the following:**

Student name:	Name of employer
	Supervisor:
	Organisation name:
Matric No.:	Contact number:
	E-mail address:
Academic programme:	Name of Visiting Supervisor (UUM):
	Office address:
Name of UUM Supervisor:	Contact number:
	E-mail address:

**Please read the following important information:**

<b>Background</b>	The UUM internship programme, or Practicum, is a key component of its academic programme. The questionnaire below is used by the Visiting Supervisor to evaluate the student's performance in Practicum along a number of dimensions which reflect learning outcomes which are significant to Malaysia. Normally, the employer assessment contributes 10% of the student grade for his/her Practicum.
<b>Details</b>	<p>The Visiting Supervisor is requested to complete this evaluation form when visiting/ calling the Organisational Supervisor. Please submit the completed form to the respective Report Supervisor.</p> <p>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 are visiting more than one student, please submit a <b>separate</b> evaluation for each student.</p> <p>Following the table are administrative questions. Please provide your responses to the question(s). If you have any questions about this form or encounter difficulties completing it, please e-mail the Practicum Coordinator of SMMTC or respective Report Supervisor.</p>
<b>Confidentiality is assured</b>	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 <b>strictly confidential</b> and will be available only to the UUM CAS Student Development and Alumni office and School of Multimedia Technology and Communication. We realise that your time is valuable and sincerely thank you for taking the time and effort to visit and complete the evaluation.

## KNOWLEDGE

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Understanding of organisation's governance</b>	Poor understanding of the organisation's governance.	Limited understanding of the organisation's governance.	Good understanding of the organisation's governance.	Excellent understanding of the organisation's governance.	
<b>Knowledge of key media technological principles and practices of organisation</b>	Poor understanding of the important information of the organisation from a media technological point of view	Often needs guidance in understanding what is important information of the organisation from a media technological point of view	Good understanding of the important information of the organisation from a media technological point of view and able to use it to solve relevant problems.	Excellent understanding of the important information of the organisation from a media technological point of view; able to use it to solve relevant problems and identify new opportunities.	
<b>Ability to apply knowledge into practices</b>	Demonstrates minimal skills in applying knowledge to practical problems.	Demonstrates moderate skills in applying knowledge to practical problems.	Demonstrates good skills in applying knowledge to practical problems.	Demonstrates excellent skills in applying knowledge to practical problems.	

## COMMUNICATION SKILLS

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Attentiveness</b>	Is easily distracted (e.g., talking, not paying attention).	Sometimes pay attention to speaker, sometimes not.	Pays attention to speaker.	Demonstrates a listening attitude (e.g., nodding head, asking for clarification).	
<b>Understand and Answering questions</b>	Able to understand and answer questions but not able to accurately answer the question	Able to understand and answer questions satisfactorily	Able to respond to questions well	Able to fully understand and respond to questions very well	

<b>Questioning</b>	Never asks questions.	Reluctant to ask questions.	Asks relevant questions.	Asks insightful questions with confidence.	
<b>Clear delivery</b>	Able to deliver ideas and require further improvements	Able to deliver ideas fairly clearly and require minor improvements	Able to deliver ideas clearly	Able to deliver ideas with great clarity	
<b>English Language proficiency</b>	Possess poor vocabulary and not able to communicate in English	Possess limited vocabulary and able to communicate in English to meet the objective of the conversation	Possess adequate vocabulary and able to communicate well in English to meet the objective of the conversation	Possess excellent vocabulary and able to communicate fluently in English to meet the objective of the conversation	

### CRITICAL THINKING AND PROBLEM SOLVING SKILLS

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Problem Identification and Supporting Evidence</b>	Unable to identify, summarize, or explain the main problem and fails to provide evidence.	Identifies the main problem and merely repeats information provided taking it as evidence.	Identifies the main problem and information that counts as the supporting evidence but does not sufficiently summarize or explain them.	Successfully identifies and summarizes the main problem and clearly examines the supporting evidence.	
<b>Proposed Solution(s)</b>	Fails to propose a solution to address/ tackle the problem.	Briefly proposes a solution that is difficult to evaluate because it only indirectly addresses the problem.	Proposes one solution that is "off the shelf" rather than individually designed to address the problem.	Comprehensively proposes one or more solutions that indicate(s) understanding of the problem.	

## INFORMATION TECHNOLOGY (IT) PROFICIENCY

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Application of IT</b>	Shows low competency in using relevant IT applications in completing assigned tasks.	Shows moderate competency in using relevant IT applications in completing assigned tasks.	Shows good competency in using relevant IT applications in completing assigned tasks.	Shows excellent competency in using relevant IT applications in completing assigned tasks.	

## TEAMWORK

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Foster good relationship</b>	Able to foster relationship and work together with other group members towards goal achievement but with limited effect and require improvements	Able to foster relationship and work together with other group members towards goal achievement with some effect(s) and require minor improvements	Able to foster good relationship and work together with other group members towards goal achievement	High ability to foster good relationship and work together effectively with other group members towards goal achievement	
<b>Contribution to the team</b>	Rarely provides useful ideas when participating in group discussion(s).	Sometimes provides useful ideas when participating in group discussion(s).	Usually provides useful ideas when participating in group discussion(s).	Routinely provides useful ideas when participating in group discussion(s).	

## LEADERSHIP AND SELF ESTEEM

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Leadership Skills</b>	Does not demonstrate any leadership abilities at all.	Assumes a leadership role in a very limited capacity, but needs guidance.	Exercises good leadership abilities and can guide others.	Demonstrates natural leadership abilities beyond expectations by taking initiative and guiding others.	

<b>Self Esteem</b>	Demonstrate low self-esteem and enthusiasm	Demonstrate little self-esteem and enthusiasm	Demonstrate good self-esteem and enthusiasm	Demonstrate excellent self-esteem and enthusiasm	
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### LIFE-LONG LEARNING AND INFORMATION MANAGEMENT SKILLS

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Seeking information</b>	Does not know where to begin looking for information or what information to look for.	Has some idea of what information to look for and where to look for it.	Has a good idea of what information to look for and where to look for it.	Has a comprehensive understanding of what information to look for and where to look for it.	
<b>Being resourceful</b>	Collects unrelated information.	Collects good information but not related ones.	Collects good information as well as related ones.	Digs up all kinds of information, and comes up with comprehensive information.	

### ATTITUDE AT WORKPLACE

	<b>1 Poor</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Student's actual level of achievement (score)</b>
<b>Log Book</b>	Does not maintain record of daily activities.	Maintains minimal record of daily activities.	Maintains good record of daily activities.	Maintains excellent record of daily activities, and able to learn beyond the assigned task.	
<b>Respect for others</b>	Does not show respect for others.	Sometimes shows respect.	Always show respect for others.	Always show respect for others, and can be a role model for others.	
<b>Punctuality</b>	Frequently late.	Sometimes late.	Always on time.	Always shows up in advance, with enough time to be personally prepared.	

<b>Meeting deadlines</b>	Frequently misses deadline(s).	Sometimes misses deadline(s).	Always meets deadline(s).	Always meets deadline(s) and often early; no reminders needed.	
<b>Personal Appearance</b>	Always looks untidy and not presentable.	Sometimes appears to be untidy and somewhat presentable.	Most of the time maintains a tidy and presentable appearance.	Always maintains a tidy and presentable appearance.	

Other comments (if any):

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**OTHER INFORMATION**

Did the student receive allowance from the visited organisation during his/her practicum training?

Yes  No

If yes, please specify the amount per month: RM \_\_\_\_\_

This is to certify that both parties Visiting Supervisor have visited/ called the Organisational Supervisor and discussed about this evaluation report:

Name of Visiting Supervisor: \_\_\_\_\_

Signature: .....

Date: .....

TOTAL: \_\_\_\_\_ /88

**Official stamp**