



**Pusat Pengajian Teknologi
Multimedia dan Komunikasi**

SCHOOL OF MULTIMEDIA TECHNOLOGY AND COMMUNICATION

Universiti Utara Malaysia

STMX 3912 INDUSTRIAL TRAINING
Semester _____ Session _____

A

REPORT SUPERVISOR EVALUATION FORM

Student Name : _____
Matric No. : _____
Programme : _____
Organization : _____

This evaluation contributes **60%** of the total marks for the industrial training.

Report Supervisor	
Name :	_____ Staff ID: _____
Signature :	_____ Date: _____
Official Stamp :	<div style="border: 1px solid black; height: 80px; width: 100%;"></div>

INSTRUCTION:

Please mark the given scale for the following items:

SECTION A: PROJECT PROPOSAL (TOTAL = 25) (15%)

	NON SATISFACTORY					EXCELLENT
	0	1	2	3	4	5
1 Problem statement	0	1	2	3	4	5
2 Objective	0	1	2	3	4	5
3 Scope	0	1	2	3	4	5
4 Methodology	0	1	2	3	4	5
5 Feasibility Study (Project requirement)	0	1	2	3	4	5

SECTION B: PRESENTATION (TOTAL = 65) (10%)

Contents (total = 35)

1 Attractive introduction	0	1	2	3	4	5
2 Project description:						
a. Introduction	0	1	2	3	4	5
b. Problem statement	0	1	2	3	4	5
c. Project planning and design	0	1	2	3	4	5
d. Methodology	0	1	2	3	4	5
e. Conclusion	0	1	2	3	4	5
3 Findings/results	0	1	2	3	4	5

Delivery (total = 30)

1 Physical appearance	0	1	2	3	4	5
2 Vocal expression	0	1	2	3	4	5
3 Confident	0	1	2	3	4	5
4 Language	0	1	2	3	4	5
5 Presentation preparation	0	1	2	3	4	5
6 Ability to handle question and answer	0	1	2	3	4	5

SECTION C: REPORT (TOTAL = 270) (30%)

	DRAFT (total = 135)					FINAL (total = 135)						
	NON SATISFACTORY					NON SATISFACTORY						
											EXCELLENT	
Organisation Introduction												
1 Organization background												
a. Brief History and organisation structure	0	1	2	3	4	5	0	1	2	3	4	5
b. Vision, mission and organisation objective	0	1	2	3	4	5	0	1	2	3	4	5
2. Activities/Organisation functions	0	1	2	3	4	5	0	1	2	3	4	5
Project description												
1 Project introduction	0	1	2	3	4	5	0	1	2	3	4	5
2 Problem statement	0	1	2	3	4	5	0	1	2	3	4	5
3 Objective	0	1	2	3	4	5	0	1	2	3	4	5
4 Scope	0	1	2	3	4	5	0	1	2	3	4	5
5 Project significant	0	1	2	3	4	5	0	1	2	3	4	5
Methodology												
1 Appropriate methodology	0	1	2	3	4	5	0	1	2	3	4	5
2 Phases elaboration:												
a. Project Requirements	0	1	2	3	4	5	0	1	2	3	4	5
b. Analysis & Design	0	1	2	3	4	5	0	1	2	3	4	5
c. Development/Implementation	0	1	2	3	4	5	0	1	2	3	4	5
d. Testing/Evaluation	0	1	2	3	4	5	0	1	2	3	4	5
3. Related to Project	0	1	2	3	4	5	0	1	2	3	4	5
4. Explain deliverable for each phase	0	1	2	3	4	5	0	1	2	3	4	5
Conclusion, suggestion & limitation												
1 Describe limitation(s) completely	0	1	2	3	4	5	0	1	2	3	4	5
2 Describe suggestion completely based on limitation given	0	1	2	3	4	5	0	1	2	3	4	5
3 Describe conclusion clearly	0	1	2	3	4	5	0	1	2	3	4	5
Overall Experience												
1 Complete report for other task(s)	0	1	2	3	4	5	0	1	2	3	4	5
2 State learning outcome clearly	0	1	2	3	4	5	0	1	2	3	4	5
Bibliography/References												
1 Appropriate references	0	1	2	3	4	5	0	1	2	3	4	5
2 Follow the approved format (ACM or IEEE)	0	1	2	3	4	5	0	1	2	3	4	5
Format of Report												
1 Organize content, table of content, list of tables, list of figures properly	0	1	2	3	4	5	0	1	2	3	4	5
2 Use suggested procedure for font, specification, margin, spacing, and page numbering.	0	1	2	3	4	5	0	1	2	3	4	5
3 Organize relevant graphic (table/chart, Graph, list of tables, list figure) properly	0	1	2	3	4	5	0	1	2	3	4	5
4 Coherent between chapter and sub topics	0	1	2	3	4	5	0	1	2	3	4	5
5 Use good language	0	1	2	3	4	5	0	1	2	3	4	5

SECTION D: INDIVIDUAL ASSESMENT (TOTAL = 30) (5%)

Prior knowledge	0	1	2	3	4	5
Log book						
1 Neat and complete	0	1	2	3	4	5
2 Reviewed by supervisor constantly	0	1	2	3	4	5
Student characteristics						
1 Initiative and motivated	0	1	2	3	4	5
2 Willing to gain knowledge	0	1	2	3	4	5
3 Commitment	0	1	2	3	4	5
Grand Total (A + B + C + D = 390)						
Marks in 100% (grand total/390 x 100)						
Marks in 60% (grand total/390 x 60)						