



**SCHOOL OF ELECTRICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA**

LOGBOOK EVALUATION FORM

Student Information

Name : _____

Student ID : _____

Program Code : _____

Part : _____

Date of Commencement : _____

Date of Completion : _____

Training Supervisor Information

Name: _____

Designation : _____

Organization : _____

Evaluation Panel Information

Name: _____ Centre for : _____

Marks

Part A (20%)	
Part B (40%)	
Total Marks (60%)	

Date of Submission :

PART A: LOGBOOK EVALUATION (CO1, PO4)

TASK	CRITERIA	Level 1 Needs work	Level 2 Developing	Level 3 Satisfactory	Level 4 Competent	Level 5 Excellent	Weightage
		Marks 1-2	Marks 3-4	Marks 5-6	Marks 7-8	Marks 9-10	
Discuss the tasks/projects/ assignments/problems given throughout industrial training.	Able to collect information and identify problems/ issues/ topics. (WK8, WP1, WP2)	Collect relevant information minimally and identify problems/issues/topics that may or may not require investigation.	Collect some relevant information and identify some problems/issues/ topics that may or may not require investigation.	Ability to collect adequately relevant information and identify adequately problems/ issues/ topics that require investigation.	Collect complete relevant information and identify relevant problems /issues /topics with minimal orientation/ that require investigation.	Collect extensively relevant information and identify pertinent / critical information and problems/ issues/ topics without orientation/ supervision, that require investigation.	(M x 6)
Propose proper methodology or theoretical framework to solve the tasks/projects/ assignments/ problems given during industrial training.	Able to select a methodology or theoretical framework to investigate a problem. (WK8, WP1, WP2)	No ability to select a methodology or theoretical framework.	Select a methodology or theoretical framework that is somewhat appropriate.	Select adequately a methodology or theoretical framework.	Select a clear methodology or theoretical framework.	Select an optimal methodology or theoretical framework.	(M x 6)
Analyse the findings from the tasks/projects/ assignments/problems given during industrial training.	Able to analyse, discuss and conclude research /investigation findings. (WK8, WP3)	No ability to analyze, discuss and conclude findings	Analyze, discuss and conclude some findings.	Analyze, discuss and conclude findings adequately.	Analyze, discuss and conclude findings proficiently.	Analyze, discuss and conclude findings comprehensively.	(M x 8)
TOTAL MARK (100)							
MARK (TOTAL MARK x 20%)							

PART B: REPORT EVALUATION (CO4, PO10)

TASK	Criteria	Level 1 Needs work	Level 2 Developing	Level 3 Satisfactory	Level 4 Competent	Level 5 Excellent	Weightage
		Marks 1-2	Marks 3-4	Marks 5-6	Marks 7-8	Marks 9-10	
Report format and writing skills	Ability to comprehend and write effective report on industrial training activities with correct format and technical writing skill. (WA10, EA1)	Minimal ability to organize the report and following the writing format.	Poor ability to organize the report and following the writing format. 3-4 items are not completed and poorly written.	Adequate ability to organize the report and following the writing format. 1-2 items are not completed and/or poorly written.	Proficient ability to organize the report to comprehend the industrial training activities with correct format and coherently written.	Excellent ability to organize the report to comprehend the industrial training activities with correct format and coherently written.	(M x 2)
Objectives and scope of training	Ability describe and explain the objectives, background of company, job scopes/tasks involved and industrial training schedules (flowchart / Gantt chart of the training activities). (WA10, EA1)	Minimal ability to present each item clearly and minimal use of diagram and tables to deliver comprehensive information.	Poor ability to present each item clearly and minimal use of diagram and tables to deliver comprehensive information.	Adequate ability to present each item clearly and use proper diagrams and tables to deliver comprehensive information.	Proficient ability to present each item clearly and coherently; and use proper diagrams and tables to deliver comprehensive information.	Excellent ability to present each item clearly and coherently; and use proper diagram and tables to deliver comprehensive information.	(M x 2)
Industrial training projects/tasks/ assignments involved	Ability to comprehend and explain the engineering projects/tasks/assignments involved during industrial training. (WA10, EA2)	Minimal ability to present each item coherently and minimal use of diagrams/ tables to deliver comprehensive information.	Poor ability to present each item clearly and minimal use of diagrams/tables to deliver comprehensive information.	Adequate ability to present each item clearly and use proper diagrams/tables to deliver comprehensive information.	Proficient ability to present each item clearly and coherently; and use proper diagrams/tables to deliver comprehensive information.	Excellent ability to present each item clearly and coherently; and use proper diagrams/tables to deliver comprehensive information with easy-to-follow writing structure.	(M x 2)

Discussion and problem solving related to tasks/projects/ assignments involved	Ability to discuss and investigate the issue/s and present achieved and documented findings conducted during internship. (WA10, EA5)	Minimal ability to conduct investigation and unable to present each item clearly with minimal use of diagram and tables to deliver comprehensive information.	Poor ability to conduct investigation and present each item clearly and minimal use of diagram and tables to deliver comprehensive information.	Adequate ability to present each item clearly and use proper diagrams and tables to deliver comprehensive information.	Proficient ability to present each item clearly and coherently; and use proper diagrams and tables to deliver comprehensive information.	Excellent ability to present each item clearly and coherently; and use proper diagram and tables to deliver comprehensive information.	(M x 2)
Summary	Summaries the significant of industrial training activities. (WA10, EA4)	Minimal ability to write the summary and conclusions.	Poor ability to write the summary and conclusions.	Adequate ability to write the summary and conclusions	Proficient ability to write the summary and conclusions.	Excellent ability to write the summary and conclusions.	(M x 2)
TOTAL MARK (100)							
MARK (TOTAL MARK x 30%)							

Evaluation Panel Signature & Official Stamp:

Date :