



**SCHOOL OF ELECTRICAL ENGINEERING
UNIVERSITI TEKNOLOGI MARA**

INDUSTRIAL TRAINING REPORT & LOG BOOK 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, PO10)

TASK	CRITERIA	Very Weak F,E	Weak D,D+,C-	Fair C,C+	Good B-,B,B +	Very Good A-,A,A+	Weightage
		Marks 1-2	Marks 3-4	Marks 5-6	Marks 7-8	Marks 9-10	
Task Explain and discuss the details of tasks/projects/ assignments given throughout industrial training placement. (EA1)	Write documentation Effectively -Weekly report	write the documentation unclearly and unsystematically	Write the documentation with limited clarity, and systematically	Write the documentation clearly and systematically	Write the documentation clearly, coherently and systematically	Write the documentation with excellent clarity, coherency and systemically	(M x 5)
Summarize the industrial training activities and experience during the placement according to: a) Relevant engineering standards, specifications, application b) Interpersonal skills c) Personal commitment to professional standards, recognizing obligations to society, the profession, and the environment (EA5)	Write documentation Effectively -Summary of Industrial Training Experience	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 5)
TOTAL MARK (100)							
MARK (TOTAL MARK x 20%)							

PART B: REPORT EVALUATION (CO1, PO10)

TASK	Criteria	Very Weak F,E	Weak D,D+,C-	Fair C,C+	Good B-,B,B+	Very Good A-,A,A+	Weightage
		Marks 1-2	Marks 3-4	Marks 5-6	Marks 7-8	Marks 9-10	
Write industrial training report that consist of purpose, background of company and tasks assigned during industrial training placement (EA1)	Write documentation Effectively Introduction of overall activities	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 2)
Explain general overview of: a) Background of the company including organization chart b) Job scopes of the company, Job scopes of industrial training in the company Process flow explaining activities through the industrial training placement (flow chart / Gantt chart of the training activities) EA4	Process/ project background	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 2)
Explain the activities: Solve/analyse/ troubleshoot problems arising from the technical or engineering or other issues EA4	Industrial training activities	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 2)

Discuss the issue/s and the troubleshooting conducted EA5	Discussion and problem solving related to task/project	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 2)
Write report according to the format	Report format	write the documentation unclearly and unsystematically	write the documentation with limited clarity, and systematically	write the documentation clearly and systematically	write the documentation clearly, coherently and systematically	write the documentation with excellent clarity, coherency and systemically	(M x 2)
TOTAL MARK (100)							
MARK (TOTAL MARK x 40%)							

Evaluation Panel Signature & Official Stamp:

Date :