



**SCHOOL OF ELECTRICAL ENGINEERING  
UNIVERSITI TEKNOLOGI MARA**

**TRAINING SUPERVISOR'S EVALUATION FORM**

**Student Information**

Name : \_\_\_\_\_ Student ID : \_\_\_\_\_  
Program Code : \_\_\_\_\_ Part : \_\_\_\_\_  
Date of Commencement : \_\_\_\_\_ Date of Completion : \_\_\_\_\_

**Training Supervisor Information**

Name: \_\_\_\_\_ Designation : \_\_\_\_\_  
Organization : \_\_\_\_\_

**Marks**

Total Marks (50%)	
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## SECTION I: PROFESSIONAL WORKING PRACTICE AND INTERPERSONAL SKILLS EVALUATION (CO2, PO6)

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	
Demonstrates good responsibility towards tasks and duties assigned.	Able to demonstrates good responsibility towards tasks and duties assigned. (WK7, WP1)	Unable to understand the consequent responsibilities relevant to professional engineering practice and solutions to complex engineering problems.	Able to understand the consequent responsibilities relevant to professional engineering practice and solutions to complex engineering problems.	Able to comprehend consequent responsibilities relevant to professional engineering practice and solutions to complex engineering problems.	Able to analyse the consequent responsibilities relevant to professional engineering practice and solutions to complex engineering problems.	Able to evaluate the consequent responsibilities relevant to professional engineering practice and solutions to complex engineering problems.	(Mx4)
Working ability in solving problem	Initiative to gain new ideas and knowledge on project given and able to gain depth of concept and process. (WK7, WP2)	Not able to work independently and wait for guidance.	Shows little ability to work independently and needs guidance.	Shows some ability to work independently and needs some guidance.	Shows ability to work independently with little guidance.	Always shows a high ability to work independently with own initiative and with little guidance.	(Mx3)
Adapt to working environment and workload by following safety procedures/ standards.	Complies with the rules and regulations of the company. Complies with standard operating procedure (SOP) process/equipment. (WK7, WP5)	Unable to demonstrate professional ethics and responsibilities in engineering practices.	Able to demonstrate poor professional ethics and responsibilities in engineering practices.	Able to demonstrate adequate professional ethics and responsibilities in engineering practices.	Able to demonstrate good professional ethics and responsibilities in engineering practices.	Able to demonstrate a holistic professional and responsibilities in engineering practices.	(Mx3)
<b>TOTAL MARK (100)</b>							
<b>MARK (TOTAL MARK x 20%)</b>							

## SECTION II: PROFESSIONAL ETHICS AND RESPONSIBILITY (CO3, PO8)

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	
Complies with the rules and regulations of the company	Apply ethical principles in norms of engineering practice <i>(Note: Based on progress work/activities/assignment/case study/mini project)</i>	Acknowledge ethical principles in norms of engineering practice.	Identify the ethical principles in norms of engineering practice.	Describe ethical principles in norms of engineering practice.	Relate ethical principles in the norms of engineering practice without supported analysis/evidence.	Relate ethical principles in the norms of engineering practice with supported analysis/evidence.	(Mx2)
Student's Responsibility towards tasks/jobs given	Demonstrate commitment to professional ethics and responsibilities <i>(Note: Based on progress work /tasks)</i>	Unable to demonstrate commitment to professional ethics and responsibilities.	Demonstrate minimal commitment to professional ethics and responsibilities.	Demonstrate adequate commitment to professional ethics and responsibilities.	Demonstrate good commitment to professional ethics and responsibilities.	Demonstrate excellent commitment to professional ethics and responsibilities.	(Mx2)
Social skills	Shows a good relationship with the supervisor and management team. Creates an effective workplace environment	Unable to interact with supervisor and management team and unable to show commitment in creating effective workplace environment.	Rarely interact with the supervisor and management team and show little commitment in creating an effective workplace environment.	Interacts with supervisor and management team and demonstrates commitment in creating an effective workplace environment.	Interact with the supervisor and management team spontaneously and demonstrate commitment in creating an effective workplace environment.	Positive in interacting with the supervisor and management team and actively helps in creating an effective workplace environment.	(Mx2)

Punctual in attending meeting or company event	Demonstrate commitment to professional ethics and responsibilities <i>(Note: Based on meeting/event record)</i>	Unable to demonstrate commitment to professional ethics and responsibilities.	Demonstrate minimal commitment to professional ethics and responsibilities.	Demonstrate adequate commitment to professional ethics and responsibilities.	Demonstrate good commitment to professional ethics and responsibilities.	Demonstrate excellent commitment to professional ethics and responsibilities.	(Mx2)
Demonstrates good attendance record	Demonstrate commitment to professional ethics and responsibilities <i>(Note: Based on attendance)</i>	Unable to demonstrate commitment to professional ethics and responsibilities.	Demonstrate minimal commitment to professional ethics and responsibilities.	Demonstrate adequate commitment to professional ethics and responsibilities.	Demonstrate good commitment to professional ethics and responsibilities.	Demonstrate excellent commitment to professional ethics and responsibilities.	(Mx2)
<b>TOTAL MARK (100)</b>							
<b>MARK (TOTAL MARK x 20%)</b>							

## SECTION III: PROFESSIONAL COMMUNICATION SKILLS 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	
Function effectively as an individual, team member or leader in diverse teams (Note: Peer Review, Minute of Meetings, Presentation)	Ability to participate significantly with related parties in engaging each of the project activities to achieve desired results. (WA10, EA2)	Take interest and participate passively in group discussion.	Participate actively in group discussion.	Participate actively in group discussion and offer useful ideas.	Decide the worth and relevance of ideas.	Defend the ideas made when challenged by an authority figure, actively seeks to improve on weaknesses.	(Mx2.5)
Communicate effectively with the supervisor and management team.	Ability to communicate effectively to present achieved and documented findings with the supervisor/ management teams. (WA10, EA2)	Unable to communicate effectively with the supervisor and management team.	Poorly able to communicate effectively with the supervisor and management team.	Able to moderately communicate effectively with the supervisor and management team.	Able to communicate effectively with the supervisor and management team.	Able to communicate effectively and clearly with the supervisor and management team.	(Mx2.5)
Level of effort & confidence	Able to show effort in completing projects/ assignments/task using prior knowledge and experience; and present the ideas with confidence and clarity. (WA10, EA5)	Very little effort, poor/unfinished projects and assignments. Unable to show confidence in presenting ideas.	Inconsistent effort, partially completion of projects and assignments. Able to show confidence, but ineffectively in presenting ideas.	Good effort, generally completes projects with care and assignments. Able to show confidence moderately in presenting ideas.	Makes a very good, consistent effort, completes projects with thoroughness. Able to show confidence clearly in presenting ideas.	Works to the best of their ability, produces a high-quality finished product. Able to show confidence clearly and effectively in presenting ideas.	(Mx2.5)

Degree of criticism and praise	Able to critic and praise co-workers during meetings/discussion/seminars/conferences. (WA10, EA4)	Unable to criticize and praise co-workers during meetings/discussions/seminars/conferences.	Minimal criticism and praise to co-workers during meetings/discussions/seminars/conferences.	Acceptable amount of criticism and praise to co-workers during meetings/discussions/seminars/conferences.	Strong ability to criticize and praise co-workers during meetings/discussions/seminars/conferences.	Outstanding ability to criticize and praise co-workers during meetings/discussions/seminars/conferences.	(Mx2.5)
<b>TOTAL MARK (100)</b>							
<b>MARK (TOTAL MARK x 10%)</b>							

Training Supervisor’s Signature and Official Stamp:

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Date :