



**FACULTY 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 : .....
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**Marks**

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

Date of Submission : .....

Tick (/) at appropriate scale.

**PART A : INDUSTRIAL TRAINING REPORT – CO1, A2**

Criteria	Marks					Marks Obtained
	1 – Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Excellent	
<b>1. Abstract</b> Summary of <ul style="list-style-type: none"> <li>• Training that has been undertaken</li> <li>• Lesson learnt from the training</li> </ul>	<input type="checkbox"/> Fail to describe training and lesson learnt	<input type="checkbox"/> Training and lesson learnt are described with minimal clarity	<input type="checkbox"/> Training and lesson learnt are described satisfactorily	<input type="checkbox"/> Training and lesson learnt are described with substantial clarity	<input type="checkbox"/> Training and lesson learnt are described clearly	<b>/5</b>
<b>2. Introduction</b> <ul style="list-style-type: none"> <li>• Background of Organization</li> <li>• Scope of Work Covered</li> <li>• Report Organization</li> </ul>	<input type="checkbox"/> Fail to describe the content	<input type="checkbox"/> The content is described with minimal clarity	<input type="checkbox"/> The content is described with moderate clarity	<input type="checkbox"/> The content is described with clear substantially	<input type="checkbox"/> Clear description of content	<b>/5</b>
<b>3. Report content</b> <ul style="list-style-type: none"> <li>• Tasks carried out</li> <li>• Problems encountered</li> <li>• Problem solving approach</li> <li>• Lesson learnt</li> </ul>	<input type="checkbox"/> Tasks are not clearly described	<input type="checkbox"/> Tasks are clearly described but problems encountered is not clearly described	<input type="checkbox"/> Tasks and problems encountered are clearly described but problem solving approach is not clearly described	<input type="checkbox"/> Tasks, problems encountered and problem solving approach are clearly described but lesson learnt is missing	<input type="checkbox"/> All elements are clearly described	<b>/15</b>
<b>4. Conclusion and Recommendation for Industrial Training</b> <ul style="list-style-type: none"> <li>• Conclude the findings of Industrial Training</li> <li>• Evaluations on outcomes of training and suitability of the placement</li> </ul>	<input type="checkbox"/> No conclusion on the achievement of training and provide no evaluations on both training outcomes and placement	<input type="checkbox"/> Able to conclude and evaluate the training outcomes and placement with minimal clarity	<input type="checkbox"/> Able to conclude and evaluate the training outcomes and placement with moderate clarity	<input type="checkbox"/> Able to conclude and evaluate the training outcomes and placement with substantial clarity	<input type="checkbox"/> Able to conclude and evaluate the training outcomes and placement clearly	<b>/10</b>
<b>5. Others</b> <ul style="list-style-type: none"> <li>• Writing Style</li> <li>• Plagiarism as stated in UiTM Policy</li> </ul>	<input type="checkbox"/> The report is poorly organized and lacked of supporting evidence	<input type="checkbox"/> The organization of the report is satisfactory with minimal support	<input type="checkbox"/> The organization of the report is good and supported with satisfactory evidence	<input type="checkbox"/> The organization of the report is good and supported with substantial evidence	<input type="checkbox"/> The report is well organized and supported with sufficient and relevant information	<b>/5</b>

**(Total Marks Part A = ([..../40]\*40%)**

= \_\_\_\_\_ %

**PART B : LOG BOOK – CO2, A2**

Aspects	Marks (M)					Marks Obtained
	1 – Very Poor	2 - Poor	3 - Satisfactory	4 - Good	5 - Excellent	
1. <b>Verification from supervisor</b>	<input type="checkbox"/> 5 signatures	<input type="checkbox"/> At least 6 signatures	<input type="checkbox"/> At least 7 signatures	<input type="checkbox"/> At least 8 signatures	<input type="checkbox"/> More than 8 signatures	<b>/5</b>
2. <b>Technical content</b> <ul style="list-style-type: none"> <li>at least 80% include engineering content</li> <li>apply technical specification for example element of safety, awareness of engineering practice for example ISO, OSHA, IEC, MS</li> </ul>	<input type="checkbox"/> Engineering content is not clearly described	<input type="checkbox"/> Engineering content is described but technical specification is not clearly described	<input type="checkbox"/> Engineering content and technical specification are described but major details are missing	<input type="checkbox"/> Engineering content and technical specification are described but some details are missing	<input type="checkbox"/> All elements are clearly stated	<b>(=M x 2)</b>  <b>/10</b>
3. <b>Attendance</b> Minimum of 40 days (weekday) except weekend	Minimum of 40 days inclusive public holidays (if attendance is less than 40 days, student will fail the Industrial Training unless with valid reason)					<b>/5</b>

**(Total Marks Part B = ([....]/20)\*20%)**

= \_\_\_\_\_ %

**Evaluation Panel Signature & Official Stamp:**

\_\_\_\_\_

**Date :** \_\_\_\_\_