



BORANG PENILAIAN LATIHAN INDUSTRI OLEH PENYELIA
FAKULTI
Industrial Training Assessment By Faculty Supervisor
Form

NAMA PELAJAR : _____
(STUDENT NAME)

NAMA ORGANISASI TEMPAT LATIHAN : _____
(ORGANIZATION NAME)

TARIKH LAWATAN DIBUAT : _____
(DATE OF VISIT)

Penilaian terhadap mahasiswa ini secara menyeluruh - bulatkan nombor yang bersesuaian:
(Overall evaluation of the student - please circle the appropriate number)

- Nota : Penyelia Fakulti perlu menemubual Penyelia Organisasi dan pelajar sebelum membuat penilaian
(Note: Faculty Supervisor should interview the Organization's Supervisor and student before do the assessment)

Skema Pemarkahan (Grading Scheme):

5 - Cemerlang <i>(Excellent)</i>	4 - Baik <i>(Good)</i>	3 - Memuaskan <i>(Satisfactory)</i>	2 - Kurang memuaskan <i>(Less satisfactory)</i>	1 - Tidak memuaskan <i>(Unsatisfactory)</i>
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1. Penyelesaian Masalah (Problem Solving)

- | | | | | | |
|---|---|---|---|---|---|
| a. Kebolehan menyelesaikan masalah dengan kefahaman asas yang kukuh.
<i>(Ability to solve problems with good grasp of fundamentals)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan menganalisis, memberi pendapat, menerangkan dan menilai masalah dan menentukan penyelesaian alternatif.
<i>(Ability to analyse, provide idea, explain and evaluate problems and determine alternative solution)</i> | 5 | 4 | 3 | 2 | 1 |

2. Kemahiran Komunikasi (Communication Skills)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mengemukakan pendapat dengan jelas, berkesan dan yakin.
<i>(Ability to convey the idea clearly, effectively and confidently)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mempraktik kemahiran mendengar dan memberi maklumbalas
<i>(Ability to practice active listening skill and able to give feedback)</i> | 5 | 4 | 3 | 2 | 1 |

3. Kerja Berpasukan (Team Work)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan menjalin hubungan baik, berinteraksi dan bekerja secara berkesan dengan rakan sekerja dan orang lain.
<i>(Ability to develop good relationship, interaction with colleagues and work effectively with other people)</i> | 5 | 4 | 3 | 2 | 1 |
| b. Kebolehan mengenalpasti struktur organisasi tempat latihan dan mengenali peranan setiap jawatan dalam organisasi.
<i>(Ability to identify organisation structure of the training place and know the task of each member in the organisation)</i> | 5 | 4 | 3 | 2 | 1 |



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4. Etika dan Professional (*Ettiquette and professionalism*)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kebolehan mempraktik etika profesional dan bertanggung jawab terhadap tugas yang diberi.
(<i>Ability to practice professional ethics and responsibility toward assignment given</i>) | 5 | 4 | 3 | 2 | 1 |
| b. Disiplin dan sikap terhadap kerja
(<i>Discipline and work attitude</i>) | 5 | 4 | 3 | 2 | 1 |

5. Buku Log (*Log Book*)

- | | | | | | |
|--|---|---|---|---|---|
| a. Kekemasan catatan harian dan pengesahan oleh Penyelia Organisasi sekurang-kurangnya sekali dalam dua minggu.
(<i>Tidiness of the daily note and verification by the Organisation's Supervisor at least once in fourth night</i>) | 5 | 4 | 3 | 2 | 1 |
| b. Kandungan terperinci dan pengalaman pembelajaran yang dilalui oleh pelajar
(<i>Detailed contents and learning experience acquired by student</i>) | 5 | 4 | 3 | 2 | 1 |

Masalah yang dihadapi oleh mahasiswa semasa latihan (jika ada)
(*Problems faced by the student during training [if any]*)

Komen tentang kesesuaian organisasi tempat latihan (jika ada)
(*Comment on the suitability of the training organization [if any]*)

Nama Penyelia Fakulti : _____
(*Name of Faculty Supervisor*)

Tandatangan Penyelia Fakulti : _____ Tarikh : _____
(*Signature of Faculty Supervisor*) (Date)

Catatan: Laporan ini hendaklah dikembalikan ke Fakulti selewat-lewatnya 1 minggu selepas lawatan.
Note: This report must be return to the Faculty not later than one week after the visit.