



**AUEA 2190: INDUSTRIAL TRAINING
PERFORMANCE APPRAISAL REPORT**

Instructions: This report must be completed by an Internal Supervisor. The Internal Supervisor is normally assigned from the Department’s academic staffs and by the Practicum’s Coordinator prior to the commencement of Semester 3 or at the beginning of the semester when students started his/her industrial training placement. As part of the assessment for this course, the internal supervisor needs to schedule a visit and meeting with the organisational supervisor before completing this report. The supervisor must complete both Section A and B of this report. A signed hard copy with the Department’s stamp should be provided directly to the student, and a soft copy emailed to Dr. Muhammad Danial Azman (danial@um.edu.my) or faxed to +60379675483.

Please retain the copy of the completed form for your records. Alternatively, you may send the hard copy of this appraisal report to the following address: *Coordinator of the Industrial Training Programme, Department of International and Strategic Studies, Faculty of Arts and Social Sciences, University of Malaya, 50603, Kuala Lumpur, Malaysia.*

Section A: Student Information	
Name	:
Degree Programme	: Bachelor of Arts (International and Strategic Studies)
Matriculation Number	:
NIRC Number/Passport Number	:
Name of the Organisation	:
Organisational Supervisor	:
Industrial Training Period	:

Section B: Evaluation by the Internal Supervisor				
Guideline: Please circle the appropriate number for each part.				
1	2	3	4	5
Very Poor	Satisfactory	Good	Very Good	Excellent

Part 1 – Student’s Rating						
A – DISCIPLINE						
i	Ability to observe rules and regulations	1	2	3	4	5
ii	Ability to fulfil the given task with integrity	1	2	3	4	5
iii	Punctuality throughout the attachment periods	1	2	3	4	5
B – COMMITMENT, COFIDENT AND ABILITY						
iv	Positive attitude and commitment in completing given tasks	1	2	3	4	5
v	Demonstrating self-confidence and ability in undertaking given tasks	1	2	3	4	5
C – COMMUNICATION AND SOCIAL INTERACTIONS						
vi	Ability to communicate and to generate constructive ideas	1	2	3	4	5
vii	Ability to give and to receive a clear direction with courtesy	1	2	3	4	5

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viii	Willingness to ask questions and to seek guidance	1	2	3	4	5
ix	Readiness to face and to respond to challenging situations	1	2	3	4	5

Part 2 – Work Progress						
A – KNOWLEDGE ON THE JOB SCOPE						
x	Knowledge about the given task	1	2	3	4	5
xi	Fundamental knowledge and skill in fulfilling the given task	1	2	3	4	5
B – ABILITY IN CONDUCTING THE GIVEN TASK						
xii	Ability to gather and use knowledge in conducting the given task	1	2	3	4	5
C – WORK OUTPUTS AND QUALITY						
xiii	Final work outputs fulfilled expectations concerning quality	1	2	3	4	5
xiv	Commitment and dedication to work	1	2	3	4	5
D – TIME MANAGEMENT						
xv	Ability to fulfil the given task within deadlines	1	2	3	4	5
xvi	Ability to manage time efficiently within the constraints of deadlines when completing multiple tasks	1	2	3	4	5
E – COOPERATION						
vxii	Willingness to work together with other colleagues	1	2	3	4	5
vxiii	Willingness to provide assistance beyond the immediate scope of the job	1	2	3	4	5
F – LEADERSHIP						
xix	Leadership skills	1	2	3	4	5
G – CONTRIBUTION						
xx	Willingness to contribute valuable feedback to the organisation	1	2	3	4	5

Part 3 – Overall Feedbacks	
A – Overall comments about the Student	
B – Suitability of the industrial training scope and attachment with the degree programme	

C – Suitability of the organisation for the future needs of the University’s industrial training programme

D – Recommendations and other comments

Supervisor Signature

Total Marks = /20

University Stamp

Date: _____