

Instructions: Students must complete Section A of this report prior to submission to the organisational supervisor. The supervisor must complete the Section B of this report. A signed copy with the institutional stamp should be provided directly to the student, and a soft copy must be uploaded and submitted by the student via SPECTRUM for this course. Please retain the original copy of the completed form for your records.

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 Organisational 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 |
| 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
D – 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 |

| E – ABILITY IN CONDUCTING THE GIVEN TASK | | | | | | |
|---|---|---|---|---|---|---|
| xii | Ability to gather and use knowledge in conducting the given task | 1 | 2 | 3 | 4 | 5 |
| F – 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 |
| G – 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 |
| H – 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 |
| I – LEADERSHIP | | | | | | |
| xix | Leadership skills | 1 | 2 | 3 | 4 | 5 |
| J – 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 – Career prospects

Empty text area for career prospects evaluation.

Supervisor Signature

Total Marks = /20

Organisational Stamp

Date: _____