

	<p>FACULTY OF THE BUILT ENVIRONMENT University of Malaya, 50603 Kuala Lumpur Tel. No.: 03-7967 5320 Fax No.: 03-7967 5713</p> <p>INDUSTRIAL TRAINING EVALUATION (to be completed by the firm/organization supervisor by Week 7th and to be faxed/posted to Faculty)</p>
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Note: This form should be treated as confidential.

SECTION A: STUDENT INFORMATION

Name:	
Course:	Session:

SECTION B : FIRM/ ORGANISATION INFORMATION

Name of Firm/ Organisation: Address:	
Tel No: Fax No:	

SUPERVISOR'S PARTICULAR

Name:	
Designation:	

SECTION C : STUDENT'S SCOPE OF WORK

(Briefly describe the task/ project that was given to the student trainee)

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SECTION D: SUPERVISOR EVALUATION

Please tick (/) where applicable.

FACTORS	VERY SATISFACTORY	SATISFACTORY	UNSATISFACTORY	VERY UNSATISFACTORY
a) Punctuality				
b) Ability to perform task/ project				
c) Initiative/willingness to learn				
d) Willingness to accept responsibility				
e) Interest toward the task/ project given				
f) Commitment towards the task/ project given				
g) Ability to work as a team in the organization				
h) Ability to communicate/ present information accurately				
i) Observation of rules and regulation				
j) Neatness and dress code				

Other comments:	
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DECLARATION

I hereby certify that the overall performance of the student trainee in this organization has been ***satisfactory/unsatisfactory.**

(* delete where appropriate)

Name & Signature of Supervisor :

Firm/Organization Stamp:

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Date:.....