



PUSAT PENGAJIAN BAHASA, LITERASI, DAN TERJEMAHAN
SCHOOL OF LANGUAGES, LITERACIES, AND TRANSLATION
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INDUSTRIAL TRAINING ASSESSMENT FORM
(to be completed by supervisor)

Student's Name :
Supervisor's Name :
Company's Name :

INSTRUCTION: Please circle the number corresponding to the student's performance. The score from this assessment will accumulate 50% of the student's course grade.

CO1	TEAMWORK					
1.	The student shows ability to work in big and small teams.					
	Work excellently in teams.	Work well in teams.	Work sufficiently well in teams.	Sometimes work well in teams.	Do not work well in teams.	Not relevant.
	5	4	3	2	1	0
2.	The student is able to communicate and interact well with their colleagues.					
	Communicate and interact excellently with colleagues.	Communicate and interact well with colleagues.	Communicate and interact sufficiently well with colleagues.	Sometimes communicate and interact well with colleagues.	Do not communicate and interact well with colleagues.	Not relevant.
	5	4	3	2	1	0
3.	The student is able to contribute to the group's task.					
	Contribute to group tasks excellently.	Contribute to group tasks well.	Contribute to group tasks sufficiently.	Sometimes contribute to group tasks.	Do not contribute to group tasks.	Not relevant.
	5	4	3	2	1	0
4.	The student shows respect to other's belief and behaviour.					
	Show excellent level of respect.	Show good level of respect.	Show sufficient level of respect.	Sometimes show respect.	Do not show respect.	Not relevant.
	5	4	3	2	1	0

CO2	VALUES, ETHICS AND PROFESIONALISM					
5.	The student shows good ethics and moral values in carrying out assigned tasks.					
	Show excellent level of ethical and moral values.	Show good level of ethical and moral values.	Show sufficient level of ethical and moral values.	Sometimes show good ethical and moral values.	Do not show good ethical and moral values.	Not relevant.
	5	4	3	2	1	0
6.	The student shows professionalism when carrying out assigned tasks.					
	Show excellent level of professionalism.	Show good level of professionalism.	Show sufficient level of professionalism.	Sometimes show professionalism.	Do not show professionalism.	Not relevant.
	5	4	3	2	1	0
7.	The student shows a sense of responsibility towards colleagues, organisation and community.					
	Show excellent sense of responsibility.	Show g sense of responsibility.	Show sufficient sense of responsibility.	Sometimes show sense of responsibility.	Do not show sense of responsibility.	Not relevant.
	5	4	3	2	1	0
8.	The student is able to identify the effect of economy, sociocultural and environment in professional setting.					
	Able to identify the effects excellently.	Able to identify the effects well.	Able to identify the effects sufficiently.	Sometimes able to identify the effects.	Do not show ability to identify the effects.	Not relevant.
	5	4	3	2	1	0
CO3	LIFELONG LEARNING					
8.	The student is able to obtain relevant information from various sources.					
	Able to obtain relevant information excellently.	Able to obtain relevant information well.	Able to obtain relevant information sufficiently.	Sometimes able to obtain relevant information.	Do not show ability to obtain relevant information.	Not relevant.
	5	4	3	2	1	0

9.	The student is able to manage information from various sources.					
	Able to manage information excellently.	Able to manage information well.	Able to manage information sufficiently.	Sometimes able to manage information.	Do not show ability to manage information.	Not relevant.
	5	4	3	2	1	0
10.	The student is able to accept new ideas.					
	Able to accept new ideas excellently.	Able to accept new ideas well.	Able to accept new ideas sufficiently.	Sometimes able to accept new ideas.	Do not show ability to accept new ideas.	Not relevant.
	5	4	3	2	1	0
11.	The student is able to work independently.					
	Highly able to work independently.	Able to work independently.	Sufficiently able to work independently.	Sometimes able to work independently.	Do not show ability to work independently.	Not relevant.
	5	4	3	2	1	0
CO5	LEADERSHIP SKILLS					
12.	The student shows ability to lead a project.					
	Show excellent ability to lead a project.	Show good ability to lead a project.	Show sufficient ability to lead a project.	Sometimes able to lead a project.	Do not show ability to lead a project.	Not relevant.
	5	4	3	2	1	0
13.	The student shows ability to lead the team members.					
	Show excellent ability to lead team members.	Show good ability to lead team members.	Show sufficient ability to lead team members.	Sometimes able to lead team members.	Do not show ability to lead team members.	Not relevant.
	5	4	3	2	1	0
14.	The student is able to play the role of a leader and a team member in completing a project.					
	Show excellent ability to play both roles.	Show good ability to play both roles.	Show sufficient ability to play both roles.	Sometimes able to play both roles.	Do not show ability to play both roles.	Not relevant.
	5	4	3	2	1	0

15.	The student possesses knowledge about leadership.					
	Show excellent knowledge about leadership.	Show good knowledge about leadership.	Show sufficient knowledge about leadership.	Sometimes show knowledge about leadership.	Do not show knowledge about leadership.	Not relevant.
	5	4	3	2	1	0
OVERALL SCORE						
Total score from 16 items = <input type="text"/> <i>(please add the scores that you circled for all 16 items)</i>				$\frac{\text{input}}{80} \times 50 = \text{input}$		

Please write comments here (if any).

Name of Assessor :
 Position at the Organisation :
 Official Stamp (if relevant) :
 Date :

Note to Employer:
Kindly complete this form, place it in a sealed envelope and return it to the student.

Please direct any queries you may have to:

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