



INTERNATIONAL ISLAMIC COLLEGE  
 الكلية الإسلامية العالمية  
 KOLEJ ISLAM ANTARABANGSA

SCHOOL OF INFORMATION & COMMUNICATION TECHNOLOGY

PRACTICAL TRAINING

SEMESTER \_\_ ( \_\_ / \_\_ )

PRACTICAL SUPERVISOR EVALUATION

*This report contributes 25% towards the total marks of this programme.*

NAME : \_\_\_\_\_

MATRIC NO : \_\_\_\_\_

COURSE : \_\_\_\_\_

DATE START / DATE END : \_\_\_\_\_

NAME OF COMPANY : \_\_\_\_\_

NAME OF ACADEMIC SUPERVISOR : \_\_\_\_\_

NAME OF INDUSTRIAL SUPERVISOR : \_\_\_\_\_

COMPANY TEL/FAX NO. : \_\_\_\_\_

COMPANY STAMP :

Supervisor is kindly requested to:

- Tick the marks indicated for each item in section A, B, C, D and E.
- Write comments in section F and G.
- Fill in the total marks and percentage obtained for section A, B, C, D and E.
- Please submit this evaluation form to ACADEMIC Supervisor (Lecturer) in a sealed envelope within 7 days after the end of industrial training session

No.1 Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur

Tel no. : 03-61876900 Fax no. : 03-61871170

FOR PRACTICAL SUPERVISOR'S USE ONLY:

SECTION	MARKS
A	/ 40
B	/ 45
C	/ 25
D	/ 20
E	/ 15
TOTAL MARKS:	/ 145
25%	

---

Date: \_\_\_\_\_

Assessed by:

(Signature and Stamp of Industrial Supervisor)

Sec	Subject	Evaluation					
		Poor			Fair	Excellent	
		0	1	2	3	4	5
A	<b>TRAINEE'S PERSONALITY</b>						
	❖ Wears proper attire						
	❖ Has a pleasant personality						
	❖ Positive attitude & work dedication						
	❖ Ability to socialize with different level of staff						
	❖ Ability to communicate well with other staff						
	❖ Ability to co-operate with other staff						
	❖ High discipline & motivation						
	❖ Leadership and decision making capability						
B	<b>JOB PERFORMANCE</b>						
	❖ Willingness to work						
	❖ Knowledge of the task given						
	❖ Punctuality in completing the task given						
	❖ Quality of job performed						
	❖ Ability to work independently						
	❖ Ability to work in group						
	❖ Responsible in handling task						
	❖ Competitiveness in performing task						
	❖ High creativity & innovation						

PROJECT DEVELOPMENT							
C	❖ Views, describes and defines any situation as a system, specifying its components, boundaries, and environment.						
	❖ Applies the “systems approach” in depth to the organization-manufacturing firms, government bureaus, universities, hospitals, etc.						
	❖ Performs an economics analysis of a proposed project including identifying additional information needs and a set of criteria for success.						
	❖ Prepares a written proposal for the project to be viewed and approved by the management.						
	❖ Presents in writing the progress of the system to the management.						
COMPUTER KNOWLEDGE							
D	❖ Knows and understands the basic hardware/software components of computer and communications systems and their typical configurations.						
	❖ Able to use current computer applications in developing the ongoing project.						
	❖ Knows sources for updating his technological knowledge						
	❖ Develops major alternative using current technology in specifying an information processing system, including data files and communications structure, up to the major system component level.						

E	PROJECT OUTPUT						
	❖ Ability to co-ordinate project						
	❖ Efficiency in achieving target						
	❖ Quality of project produced						
F	TRAINEE'S POTENTIAL IN FUTURE						
G	OVERALL COMMENTS						