

CONTINUOUS MONITORING BY LECTURER

Semester:	
Session:	
Training Start Date:	
Training End Date:	
Log Book:	1 or 2*
Student Name:	
Matriculation Number:	
Degree:	
Specialisation:	
Supervisor from the Faculty:	
Company Name:	

Details of Supervisor from the Company

Name:	
Designation:	
Department:	

**Delete where appropriate*
Important Notes for Lecturer:

The supervisor from the faculty continuously monitors a student undergoing Industrial Training by assessing two Log Books submitted electronically by the student (Table 1). This evaluation form is used for both the assessments. The supervisor from the faculty assesses the student, gives marks and provides feedback based on the comments of the supervisor from the company.

Table 1: Submission of Log Books

	First Log Book	Second Log Book
Contents expected	Tasks undertaken from Week 1 to Week 8	Tasks undertaken from Week 9 to Week 16
Student to submit electronically	5pm Friday Week 9	5pm Friday Week 17
Lecturer to give feedback (including grade) via email	By Week 11	By Week 19

Zero mark should be given for:

1. Log Book submitted after the stipulated deadline.
2. Log Book not signed by the supervisor from the company.
3. Log Book not following the required format (WXES 2193 Log Book Format.docx).

The student should consult the supervisor from the faculty if the company requires the use of a log book of different format.

FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY
UNIVERSITY OF MALAYA

Total Marks: 10%

Instructions:

For Questions 1 to 4, use the following rating scale:

0 - No, 1 - Very Poor, 2 - Poor, 3 - Satisfactory, 4 - Good, 5 - Very Good

1. Tasks Given

Ability to complete the tasks given satisfactorily within the deadlines.

2. Problems Encountered and Solutions

Understanding of problems faced and ability of applying reasonable solutions to the problems.

3. Lessons Learnt

Reflection on lessons learnt.

4. Log Book

Completeness (i.e. containing Week 1 to 8 for the First Log Book, Week 9 to 16 for the Second Log Book) and conformance to the required format.

Total

(Total / 20) x 10%

5. Overall Feedback to be Given to Student:

Lecturer's Signature: _____

Date: _____