



FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY  
UNIVERSITY OF MALAYA

**REPORT EVALUATION BY LECTURER**

Semester:	
Session:	
Training Start Date:	
Training End Date:	
Student Name:	
Matriculation Number:	
Degree:	
Specialisation:	
Supervisor from the Faculty:	
Company Name:	

*Details of Supervisor from the Company*

Name:	
Designation:	
Department:	

**Important Notes for Lecturer:**

This form is used by the supervisor from the faculty to access the Final Report submitted by a student on his or her Industrial Training. Zero mark should be given if the Final Log Book consisting of 24 weeks signed by the supervisor from the company is not submitted together with the Final Report. The Final Report should be submitted by the student within two (2) weeks after the Industrial Training ends, to avoid delay in the award of the overall grade to the student.

**Total Marks: 20%**

**Instructions:**

For Questions 1 to 6, use the following rating scale:

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

**1. Overview of Company**

Overview of company including history, vision, business, clients and organisation structure.

**2. Work Experience**

Description of tasks undertaken together with screen captures of artifacts produced.

**3. Skills Gained, Initiative Taken, Guidance from Organisation**

Description of skills gained, initiative taken and guidance from organisation during training.

**4. Conclusion and Suggestion**

Reflection on learning experience and suggestion for improvement.

**5. Report Writing**

Clarity, coherency, sufficiency of content, and presentation format.

**6. Final Log Book**

Completeness (i.e. containing 24 weeks) and conformance to required format.

Total

(Total / 30) x 20%

**7. Overall Comments on Student:**

Lecturer's Signature:

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Date:

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