



UNIVERSITI MALAYSIA PERLIS

HOST COMPANY SATISFACTION SURVEY

School : Date :

Program : Gender : M / F

Company:

This questionnaire is part of a continuing effort by the University to improve teaching and learning.
Using the scales given, answer all the questions that apply to you by shading the corresponding box that best reflects your view.
Use the spaces provided at the bottom if you have additional opinion / comments.

Use the following scale and tick accordingly. Example
 1 Strongly Disagree 2 Disagree 3 Neutral 4 Agree 5 Strongly Agree

- | | | 1 | 2 | 3 | 4 | 5 |
|-----|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | The Industrial Training has been carried out excellently | <input type="checkbox"/> |
| 2. | The intern is equipped with the ability to acquire and apply knowledge | <input type="checkbox"/> |
| 3. | The intern is able to identify, formulate and solve engineering problems | <input type="checkbox"/> |
| 4. | The intern is able to design a component, process or system to meet desired need | <input type="checkbox"/> |
| 5. | The intern is able to design, conduct and evaluate experiments output | <input type="checkbox"/> |
| 6. | The intern is able to use modern engineering tools for engineering practice | <input type="checkbox"/> |
| 7. | The intern is aware of contemporary issues (political, cultural, global) | <input type="checkbox"/> |
| 8. | The intern is aware of the need for sustainable development of the environment | <input type="checkbox"/> |
| 9. | The intern understands professional and ethical responsibilities to community | <input type="checkbox"/> |
| 10. | The intern is able to function on multi-disciplinary teams | <input type="checkbox"/> |
| 11. | The intern is able to communicate effectively | <input type="checkbox"/> |
| 12. | The intern is able dominate the mathematics well | <input type="checkbox"/> |
| 13. | The intern understands the need for and have the ability to engage in life-long learning | <input type="checkbox"/> |
| 14. | The intern understands the fundamentals of project management and finance principles | <input type="checkbox"/> |

What is the quality required from the intern during industrial training?

.....

What is the best quality of UniMAP's student during industrial training?

.....

- THANK YOU FOR YOUR TIME -

SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
1				
2				
3				
4				
5				
6				
7				
8				

Week	Date	Assignment	Page	Supervisor's Stamp
9				
10				
11				
12				
12				
14				
15				
16				

Week: _____ Date: _____ Time: _____

Activity Title: _____

Supervisor: _____ Department: _____

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ACTIVITY REPORT

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Supervisor Signature:

Date:

InTra Form

Contents

No	Item	Action	Notes
1	InTra 02	To be completed by Host Company	Return the completed form to the school supervisor during monitoring
2	InTra 03 Rubric InTra 03	To be completed by monitoring lecturer	Return the completed form to InTra Coordinator of the respective school
3	InTra 04 Rubric InTra 04	Oral Presentation	

INDUSTRIAL TRAINING EVALUATION FORM
(To be filled by the Host Company)

Student Name :	IC No. :
Programme :	Matric No. :

Host Company Name : _____

Please answer all items and tick (√) at

		POOR	UNSATISFACTORY	AVERAGE	GOOD	EXCELLENT
		1	2	3	4	5
A. Performances						
1	Knowledge about Workplace					
2	Understand the Job Scope					
3	Work Quality					
4	Time taken to acquire work skills					
5	Minimal Supervision					
6	Ability To Apply Knowledge					
B. Personality and Attitude						
1	Initiative					
2	Motivation					
3	Work Attitude					
4	Commitment					
5	Discipline/Punctuality					
6	Responsibility/Adaptability to duty					
7	Professional Appearance/Self Confidence					
C. Skills						
1	Presentation /Writing					
2	Decision Making					
3	Leadership					
4	Problem Solving					
5	Negotiation					
6	Stress Management					
7	Teamwork					
TOTAL MARKS						/100

Will you hire this student upon his graduation from UniMAP? YES NO

If NO, please specifies the reason:

.....
.....

Signature : _____

Name : _____
(Please endorsed with official stamp)

Position : _____

(Please return the completed form to the student/the sealed envelope/email to industrial coordinator)

INDUSTRIAL TRAINING MONITORING EVALUATION FORM
(To be filled by the Evaluator)

Information:

Student Name*	
Programme Code/ Programme Name*	
School*	
Evaluator Name*	
Method*	Visit / Phone/ Skype(etc)

**To be filled by student*

Evaluation:

Question	Content	Mark
Q1	The level of motivation of student towards Industrial Training.	/4
Q2	The level of response towards questions regarding overall task performed.	/4
Q3	The level of suitability student with the industry.	/4
Q4	The level of student's communication skill.	/4
Total marks (20 %)		(/16)*20 =

Evaluator Name :

Position :

Signature & Stamp :

Date :

Rubric – Monitoring Evaluation

No	Assessment criteria			
	4 (Excellent)	3 (Good)	2 (Average)	1 (Poor)
Q1	Student exhibits high motivation	Student exhibits moderate motivation	Student exhibits low motivation	Student exhibits poor motivation
Q2	Student exhibits high response and feedback with sufficient explanation	Student exhibits moderate response and feedback but lack of explanation	Student exhibits low response and feedback	Student exhibits poor response and feedback
Q3	Student exhibits high suitability with industry	Student exhibits moderate suitability with industry	Student exhibits low suitability with industry	Student exhibits poor suitability with industry
Q4	Student exhibits high communication skill	Student exhibits moderate communication skill	Student exhibits low communication skill	Student exhibits poor communication skill



**InTra 04
Diploma**

INDUSTRIAL TRAINING -SCHOOL ORAL PRESENTATION

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

Aspects	Detail	Mark
Appearance	<input type="checkbox"/> Appearance, facial expression and gestures	/3
Content	<input type="checkbox"/> Structure (overview of the outline, objectives of project and/or presentation, discussion, recommendations and conclusion) <input type="checkbox"/> Continuity of content (ability of audience to follow presentation)	/3
Clarity	<input type="checkbox"/> English (pronunciation, grammar, etc.) <input type="checkbox"/> Tone of voice (monotonous, intonation) <input type="checkbox"/> Pace of presentation <input type="checkbox"/> Use of visual aids to enhance clarity	/3
Q&A	<input type="checkbox"/> Ability to listen <input type="checkbox"/> Attitude towards person asking the question (defensive, respect) <input type="checkbox"/> Ability to handle question <input type="checkbox"/> Ability to respond if cannot answer question	/3
	Total Marks ----- x 20 % = 12	

Comment (If any): _____

Name : _____

Designation: _____

Signature: _____

Date : _____

Rubric – Oral Presentation

Rubric InTRA04 Diploma

No.	Criteria	Assessment		
		3	2	1
1.	Appearance	Formally and neatly dressed and shown courtesy behavior.	Dressed formally but with less neat and shown courtesy behavior.	Improper dress and shown disrespecting behavior.
2.	Content	Presentation slide meet all contents criteria.	Presentation slide moderately meet contents criteria.	Presentation slide poorly meet contents criteria.
3.	Clarity	Well verse and excellent English fluency. Clear explanation with examples and evidence.	A good English fluency. Clear explanation with some examples.	Uses conversational English with some hesitation and difficulty. Shows efforts of explaining.
4.	Q & A	Arguments shows extensive knowledge and understanding	Arguments shows considerable knowledge and understanding.	Arguments shows some knowledge but poor understanding

TO BE FILLED BY

InTra

COORDINATOR

Contents

No	Item
1	InTra 05 (Industrial Training Report)
2	InTra 06 (Industrial Training - Evaluation)
3	Rubric Intra 05
4	Acknowledgement of Completion of Industrial Training

INDUSTRIAL TRAINING - REPORT

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

Aspects	Detail	Mark
Introduction	Front page, list of contents and abstract	/5
Background	Company background information and the structure	/5
Training	Training and experience gained	/5
Activities and Project	Objectives, relation between theory and practical and activities and project information	/5
Comment and Conclusion	Problem, suggestion, conclusion and references	/5
Writing Skill	Grammar, language and relevant picture and appendices	/5
Report Format	According to InTra guidelines	/5
	Total Marks ----- x 20%	
	35	

Comment (If any): _____

Name : _____ Designation: _____

Signature: _____ Date : _____

INDUSTRIAL TRAINING - EVALUATION

Student Name		IC No.	
Programme		Matrix No.	
Host Company Name		Date	

No	Items	Aspects	Evaluator	Percentage %	Mark
1	InTra 02	Host Company Evaluation	HC Supervisor	30	
2	InTra 03	Monitoring Lecture	School Supervisor	10	
3	InTra 04	Oral Presentation	School Supervisor	20	
4	InTra 05	Report & Log Book	School Supervisor	40	
Total Mark				100	

Comment (If any): _____

Name : _____ **Designation:** _____

Signature: _____ **Date** : _____

Rubric – Logbook

**Rubric InTRA05
Diploma**

No	Criteria	Assessment		
		1	2	3
1	Summary of the weekly report	Significantly missing content Poorly stated	Complete content Significantly have repetition in activities Fairly stated	Complete content Different activities Clearly stated
2	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Poorly complete the requirement Unorganized	Fairly complete the requirement Neat	Complete all the requirement Neat
3	Content of the full report	Less than 1/4	Complete less than 3/4	Complete up to the last week
4	Activities Report	Major error, missing content, very sloppy	A significant omission of error, Neat	Fairly no error Neat
5	Relate the activities with theoretical knowledge	Relationship between the theory and activity is not stated.	Relationship between the theory and activities are clearly.	Relationship between the theory and activities are clearly stated.
6	Attach pictures, diagrams, drawing etc as evidence	Irrelevant attachment	Attach with little explanation	Attach with satisfactory explanation
7	Signatures of the supervisor for verification purposes	Verified 1 to 3 times	Verified 4 to 6 times	Verified 7 times and above

Rubric - Report (Content)

No.	Criteria	Assessment				
		5	4	3	2	1
1.	Introduction	Distribution of title and sub title was in order according to criteria set by standard.	Very few elements were not in order according to criteria set in standard.	Some elements were not in order according to the set criteria.	Some elements did not comply according to set criteria.	Report does not comply at all according to format arrangement set by standard
2.	Background	All background including research field, problem statement, proposed solution, expected result was accurate, clearly and concisely stated.	All background accurate and concisely stated but not very clear.	Not all background stated but statement was accurate, concise and clear.	Many background not stated and statement was not accurate and not clear.	Background is not relevant to project work.
3.	Training	Methodology takes suitable approach, fully thorough, procedures arranged properly and in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Only part of methodology understandable, procedures not arranged properly and detailing was unsatisfactory.	Procedures were not arranged properly, most of the procedures were not understandable, incomplete and confusing.
4.	Activities and Project	Activities and Project are thorough, covering all elements, following proper procedure, in logical order, detailed and clearly understandable.	Criteria as (5) accept less thorough.	Criteria as (4) except procedures detailing was satisfactory only.	Activities and Project not relevant, not suitable and not satisfactory.	No Activities and Project shown in the report.

5.	Comment and Conclusion	Conclusion and comment is very relevant to problem statement of the project.	Conclusion and comment satisfactory, complete and accurate in term of research success and understandable.	Conclusion and comment given with fair research outcome.	Not clear conclusion and comment. No link was made with the problem statement of the project.	Conclusion and comment was unsatisfactory.
6.	Writing Skill	Sentences used were clear, understandable, concise, and accurate and has no grammatical error.	Criteria as (5) accept some grammatical error.	Sentences used were quite clear, but understandable with some additional explanation needed, some errors on words spelling and word	Sentences used not very clear, and sometimes too long, not easily understandable and too much grammatical error.	Sentences used could not convey the message.
7.	Report Format	Activities are discussed in detail, providing an in-depth look into the task performed. Personal reactions/comments are provided for at least some entries	Criteria as (5) accept some discussed in detail	An appropriate amount of detail is used to explain the activities logged/ observed, etc. No personal reactions/ comments stated.	Not appropriate amount of detail is used to explain the activities logged/ observed	Details are missing or fail to illustrate what activities were logged/observed etc.

Date :

Centre for Industrial and Governmental Collaboration
Universiti Malaysia Perlis

Dear Sir/Madam,

Acknowledgement of Completion of Industrial Training

This is to certify that(Student Name) of UniMAP
with IC number:.....has completed his/her industrial training successfully in
.....(Company Name). The duration of the training is
.....weeks.

Thank you.

Yours sincerely,

.....

Name:
Position: