

**INDUSTRIAL TRAINING – REPORT & LOGBOOK**

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

LOG BOOK		
ITEM	ASSESSMENT	MARK
1	Summary of weekly report	/3
2	Format (Summary of weekly report, date, time, week, activity title, supervisor, department)	/3
3	Content of the full report	/3
4	Activities Report	/3
5	Relate activities with the theoretical knowledge	/3
6	Attach pictures, diagrams, drawing etc as evidence	/3
7	Signatures of the supervisor for verification purposes	/3
Mark (20%)		---- x 20 % = 21
REPORT		
Aspect	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
Marks (20%)		----- x 20% = 35

**Comment (If any):**

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**Name** : \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** : \_\_\_\_\_