

LOGBOOK

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1	SUMMARY OF ACTIVITIES	Daily task/routine is delivered with clear and focus, relevant and with appropriate method and supporting documents.	Daily task/routine is delivered with clear and focus, relevant however method and supporting documents are inadequate.	Daily task/routine is delivered with unclear and less focus, relevant however method and supporting documents are inadequate.	The delivery is weak in term of contents, method and quality	Not capable of delivering daily task/routine clearly.	No summary of activities.
2	TECHNICAL KNOWLEDGE	Excellent in demonstrating technical knowledge with additional informations	Good in demonstrating technical knowledge with additional informations	Capable in demonstrating technical knowledge with considered of contents	Capable in demonstrating technical knowledge but lack of contents	Not capable of demonstrating technical knowledge	No technical knowledge.
3	FORMATING	Logbook is consistently updated, monitored and officially verified	Logbook is regularly updated, monitored and officially verified	Logbook is sometimes updated, monitored and officially verified	Logbook is rarely updated, monitored and officially verified	Logbook is rarely updated, monitored and officially verified	Unacceptable format.
4	VERIFICATION	100% signatures of the supervisor for verification purposes	80% and above signatures of the supervisor for verification purposes	60% and above of signatures of the supervisor for verification purposes	40% and above signatures of the supervisor for verification purposes	20% and above signatures of the supervisor for verification purposes	Less than 20% signatures of the supervisor for verification purposes

FINAL REPORT

NO.	CRITERIA	RATING					
		5	4	3	2	1	0
1	Abstract/ Summary of Activities	Abstract/summary is clearly defined with extra and latest information such as industrial training location, training scope and results.	Abstract/summary is complete with latest information such as industrial training location, training scope and results.	Abstract/summary is acceptable with information such as industrial training location, training scope and results.	Abstract/summary is satisfactory but with inadequate information of the industrial training location, training scope and results.	Abstract/summary is poor with very few information of the industrial training location, training scope and results.	No abstract/summary.
2	Introduction/Company Background	Broadly define introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Comprehensive introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Brief introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Lack of introduction regarding the background of the company, the organizational structure, core business, as well as industrial training's objectives and scope.	Incomplete introduction. Some major points are not reported.	No introduction.
3	Technical Knowledge / Content / Relate Theory With Activity	Excellent in demonstrating technical skills and knowledge with additional informations	Good in demonstrating technical knowledge but lack of technical explanation	Brief in demonstrating technical knowledge but lack of technical explanation	Lack in demonstrating technical knowledge but lack of technical explanation	Capable in demonstrating technical knowledge but unable to elaborate.	Not capable of demonstrating technical knowledge.

4	Training Task/Project	Task / project is stated clearly in detail. All problem solving tools used are appropriate and task / project results are clearly stated.	Task / project is stated clearly in detail. Most problem solving tools used are appropriate and task / project results are clearly stated.	Task / project is briefly stated. Few problem solving tools used are not appropriate and task / project results are not clearly stated.	Task / project is briefly stated. Some problem solving tools used are not appropriate and task / project results are not clearly stated.	Task / project is not stated in detail. Problem solving tools used are less appropriate and task / project results are not clearly stated.	Training task is not clear reported and is not understandable.
5	Conclusion / Suggestion / Idea / Problem solving	All skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student suggests for improvement.	Most skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student suggests for improvement.	Some skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student did not suggest for improvement.	Few Skills and knowledge gained from industrial training and student's contribution towards organization are clearly stated. Student did not suggest for improvement.	Skill and knowledge gained from industrial training and student's contribution towards organization are not clearly stated. Student did not suggest any improvement.	Skill and knowledge gained are not stated and student did not suggest any improvement.
6	Format & Writing / Systematic Content Structure	Report is very clear and sentences are easy to understand. No grammatical errors. Report is well structured and follows standard format.	Report is well written but occasionally few points are not easy to understand. Minor grammatical errors present. Standard format is used.	Report is well written but occasionally some points are not easy to understand. Some grammatical errors present. Standard format is used.	Report is not well written and occasionally most points are not easy to understand. Some grammatical errors present and the standard format is not followed.	Report is not well written with major grammatical errors. Some of the standard format is not followed.	Report is too difficult to understand with lots of grammatical error presented and standard format is not followed.

7	Describe New knowledge/ Experience Gained	New knowledge and experience explained clearly and applied to the training	New knowledge and experience briefly explained and applied to the training	New knowledge and experience briefly explained but not related to the task given	New knowledge / experience stated briefly but not related to the task given	New knowledge / experience is not clearly stated.	No new knowledge / experience explained
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