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**Universiti Tunku Abdul Rahman  
Lee Kong Chian Faculty of Engineering and Science  
Industrial Training**

**SUMMARY OF MARKS ALLOCATION**

**Academic Session** : 201905  
**Programme** : 0  
**Student Name** : 0  
**Student ID** : 0  
**Academic Supervisor** : 0  
**Company** : 0

Item	Max Mark	Mark
Report & Log Book	45%	0.0
Oral Presentation	10%	0.0
Student Appraisal Form	45%	0.0
<b>Total</b>		<b>0</b>

Date:

Academic Supervisor's Signature \_\_\_\_\_

Assessment Marks													
Assessment Method	Report & Log Book (A1)	Report & Log Book (A2)	Report & Log Book (B1)	Report & Log Book (C1)	Report & Log Book (C2)	Oral Presentation (D1-D3)	Student Appraisal (E1)	Student Appraisal (E2)	Student Appraisal (E3)	Student Appraisal (E4)	Student Appraisal (E5)	Student Appraisal (E6)	Student Appraisal (E7)
Marks	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>													<b>0</b>

CO Achievement							
Course Outcome	CO1	CO2	CO3	CO4	CO5	CO6	CO7
Acchievement (%)	0	0	0	0	0	0	0

Course Outcomes (CO)

CO1: apply knowledge of science/engineering fundamentals  
 CO2: apply technical skills and modern tools in work place/engineering practice  
 CO3: comply with the rules and guidelines relevant to professional/professional engineering practice  
 CO4: follow code of ethics and standards of professional conduct  
 CO5: demonstrate written and oral communication skills  
 CO6: demonstrate the ability to work independently and as part of a team  
 CO7: demonstrate life-long learning and self-improvement

Distribution of Marks								
Assessments	CO1	CO2	CO3	CO4	CO5	CO6	CO7	Total Mark
Report & Log Book	5		5	5	15	5	10	45
Oral Presentation					10			10
Appraisal by Industrial Supervisor	5	10	5	5	5	10	5	45
CO percentage (%)	10	10	10	10	30	15	15	100



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**REPORT & LOG BOOK**

Academic Session : 201905  
 Programme : 0  
 Student Name : 0  
 Student ID : 0  
 Academic Supervisor : 0  
 Company : 0

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark
A.	Details of Industrial training experience	5	1. Apply knowledge of science/engineering fundamentals		0
		5	2. Comply with the rules and guidelines relevant to professional/professional engineering practice		0
		5	3. Follow code of ethics and standards of professional conduct		0
		5	4. Demonstrate the ability to work independently and as part of a team		0
B.	Presentation of Report	10	1. Logical and coherent report layout and content follow the format of IT guideline and template. Legible report with proper grammar and terms.		0
C	Log Book	10	1. Demonstrate life-long learning and self-improvement		0
		5	2. Quality and Usage of Logbook in recording works and events		0
<b>Total Max Mark</b>		<b>45</b>		<b>Total Mark</b>	<b>0</b>

Relevant CO	For Engineering
CO1	
CO3	
CO4	
CO6	
CO5	EA1
CO7	
CO5	

<b>Total (100%)</b>	<b>0.0</b>
<b>Total (45%)</b>	<b>0.0</b>

Comments (Optional):

Assessment Rubrics

Scale	1	2	3	4	5
No.	Poor	Unsatisfactory	Satisfactory	Good	Excellent
A. 1	The student seriously misuses or misapplies the knowledge of science/engineering fundamentals and gives no explanation or explanations are virtually incomplete or incorrect.	The student is able to apply a few knowledge of science/engineering fundamentals but occasionally make some errors in the explanation.	The student applies most of the science/engineering fundamental knowledges correctly and explanations are correct or with no significant errors.	The student explains all the applied knowledge of science/engineering fundamentals correctly.	All applied knowledge of science/engineering fundamentals are explained clearly, completely and concisely with a good sense of what are essential to the explanation and what is irrelevant or unnecessary.
A. 2	No or lack of evidence to show that the student able to comply with the rules and guidelines relevant to professional/professional engineering practice	The report poorly show that the student is able to comply with the rules and guidelines relevant to professional/professional engineering practice	The report able to provide few evidence of the student is able to comply with the rules and guidelines relevant to professional/professional engineering practice	The report clearly stated that the student is able to comply with the rules and guidelines relevant to professional/professional engineering practice	The report clearly and precisely stated the student comply with the rules and guidelines relevant to professional/professional engineering practice
A. 3	No or lack of evidence to show that the student able to follow code of ethics and standards of professional conduct	The report poorly show that the student is able to follow code of ethics and standards of professional conduct	The report able to provide few evidence of the student is able to follow code of ethics and standards of professional conduct	The report clearly stated that the student is able to follow code of ethics and standards of professional conduct	The report clearly and precisely stated the student follows code of ethics and standards of professional conduct
A. 4	No or lack of evidence to show that the student able to demonstrate the ability to work independently and as part of a team	The report poorly show that the student is able to demonstrate the ability to work independently and as part of a team	The report able to provide few evidence of the student is able to demonstrate the ability to work independently and as part of a team	The report clearly stated that the student is able to demonstrate the ability to work independently and as part of a team	The report clearly and precisely stated the student demonstrate the ability to work independently and as part of a team
B. 1	Very limited range of resources. Very poor formatted or with formatting errors and the report is very poor in readability of readers. Very frequent grammar or spelling errors with un-acceptable writing Style.	Limited range of resources. Not well formatted or with formatting errors causing difficulty in readability of readers. Frequent grammar or spelling errors with immature writing Style.	Acceptable range of resources. Not so well formatted or with some formatting errors but the report is readable for readers. Occasional grammar or spelling errors but with good writing Style.	Sufficient range of resources. Good formatted with only minor formatting errors and the report is well readable for readers. Minor grammar or spelling errors with good writing Style.	Optimum range of resources. Very well formatted or without any formatting errors and the report is very readable for readers. No grammar or spelling errors with excellent writing Style.
C. 1	No or lack of evidence to show that the student demonstrates life-long learning and self-improvement.	The report poorly show that the student demonstrates life-long learning and self-improvement.	The report able to provide few evidence of the student demonstrates life-long learning and self-improvement.	The report clearly stated that the student demonstrates life-long learning and self-improvement.	The report clearly and precisely stated the student demonstrates life-long learning and self-improvement.
C. 2	A "logbook" is very poorly organized and not systematic.	A "logbook" is poorly organized and lack of consistency.	A "logbook" is organized, but inconsistently and has many omissions.	A "logbook" is well organized and systematic with minor errors.	The student is developing a professional approach to keeping a logbook.



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**ORAL PRESENTATION**

Academic Session : 201905  
 Programme : 0  
 Student Name : 0  
 Student ID : 0  
 Academic Supervisor : 0  
 Company : 0

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark
D.	Oral Presentation	5	1. Presentation skill and style such as clarity and logical flow, eye contact and effectively use of visual aid.		0
		5	2. Presentation content on background introduction, working experience, discussions and conclusions.		0
		5	3. Q & A on the ability to answer questions.		0
<b>Total Max Mark</b>		<b>15</b>		<b>Total Mark</b>	<b>0</b>

Relevant CO	For Engineering
CO5	EA2
CO5	EA1
CO5	EA5

<b>Total (100%)</b>	<b>0.0</b>
<b>Total (10%)</b>	<b>0.0</b>

Comments (Optional):

Assessment Rubrics

Scale No.	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
D.1	Very poor presentation skill. No clarity and logical flow, no eye contact, no interaction and very poor in using visual aid.	Poor presentation skill with messy clarity and logical flow. Lacking of eye contact, minimum interaction and not good in using visual aid.	Able to demonstrate the presentation skill. Present with clarity and logical flow, eye contact, sufficient of interaction and moderate in using visual aid.	Good in presentation skill, logical flow, interaction and eye contact. Good in using the visual aid.	Put in additional effort to attract the attention of audience and generate the interest of audience in the presentation with excellent logical flow, interaction and eye contact. Masters the presentation visual aid.
D.2	Most of the presented content is not relevant to the given scope. Missing of important sections such as introduction, working experience, discussions and conclusions.	The presented content is only partially relevant to the given scope. Incomplete discussion of important sections such as introduction, working experience, discussions and conclusions.	Most of the presented content is relevant to the given scope. Consists of all important sections such as introduction, working experience, discussions and conclusions.	All the presented content is relevant to the given scope. Consists of all important sections such as introduction, working experience, discussion and conclusions.	All the presented content is relevant to the given scope. Consists of important sections as well as extra section such as relevant and proper references, figures, tables, appendix and etc.
D.3	Not familiar and unable to answer questions being asked and gives answer without effort of justifying it.	Not so familiar and poor in answering the questions being asked. Gives answer with justification, however, some of the answers are not relevant.	Familiar and can answer most of the questions being asked. Gives answer with evidence.	Able to answer all questions. Very familiar and understand all the questions and can answer with evidence.	Very familiar with all the questions being asked. All questions can be answered confidently and calmly. All answers can be justified convincingly with evidence.



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**STUDENT APPRAISAL FROM COMPANY**

**Academic Session** : 201905  
**Programme** : 0  
**Student Name** : 0  
**Student ID** : 0  
**Academic Supervisor** : 0  
**Company** : 0

Instruction: Key in the following GREEN boxes based on the appraisal from Company.

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark
E	Appraisal by Industrial Supervisor	5	1. Apply knowledge of science/engineering fundamentals.		0
		10	2. Apply technical skills and modern tools in work place/engineering practice		0
		5	3. Comply with the rules and guidelines that are relevant to professional/professional engineering practice.		0
		5	4. Follow code of ethics and standards of professional conduct.		0
		5	5. Demonstrate written and oral communication skills.		0
		5	6. Demonstrate the ability to work independently and as part of a team.		0
		5	7. Demonstrate life-long learning and self-improvement		0
<b>Total Max Mark</b>		<b>45</b>		<b>Total Mark</b>	<b>0</b>

Relevant CO	For Engineering
CO1	
CO2	
CO3	
CO4	
CO5	EA2
CO6	
CO7	

<b>Total (100%)</b>	<b>0.0</b>
<b>Total (45%)</b>	<b>0.0</b>

Comment for Outcomes

Assessment Rubrics

Scale No.	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
E.1	The student is seriously incapable to apply knowledge of science/engineering fundamentals.	The student is able to apply knowledge of science/engineering fundamentals but occasionally make some errors.	The student is able to apply knowledge of science/engineering fundamentals correctly or with no significant errors.	The student masters the knowledge of science/engineering fundamentals and is able to implement them accurately.	The student masters all knowledge of science/engineering fundamentals and advanced science/engineering knowledge.
E.2	The student is unable to apply technical skills and modern tools in work place/engineering practice.	Occasionally the student is able to apply technical skills and modern tools in work place/engineering practice.	Normally the student is able to apply technical skills and modern tools in work place/engineering practice.	Most of the time, the student is able to apply technical skills and modern tools in work place/engineering practice.	The student is always able to apply technical skills and modern tools in work place/engineering practice.
E.3	No awareness and no initiative to comply the rules and guidelines that are relevant to professional/professional engineering practice. Totally didn't practice them.	Less aware to the rules and guidelines that are relevant to professional/professional engineering practice but willing to learn and practice them.	Aware the rules and guidelines that are relevant to professional/professional engineering practice. Consistently practice them.	Masters the rules and guidelines that are relevant to professional/professional engineering practice. Practice them accurately.	Outstanding in complying the rules and guidelines that are relevant to professional/professional engineering practice. Able to influent the surrounding peoples to practice them.
E.4	No awareness and no initiative to follow code of ethics and standards of professional conduct. Totally didn't practice them.	Less aware to follow code of ethics and standards of professional conduct but willing to learn and practice them.	Aware the code of ethics and standards of professional conduct. Consistently practice them.	Masters in follow the code of ethics and standards of professional conduct. Practice them accurately.	Outstanding in follow the code of ethics and standards of professional conduct. Able to influent the surrounding peoples to practice them.
E.5	Student is unable to write and communicate.	Student is able to write and communicate but occasionally make some errors.	Student is able to write and communicate with no significant errors.	Student masters the written and oral communication.	Student is outstanding in written and oral communication.
E.6	The student is totally unable to work independently and as part of a team	Occasionally the student is able to work independently and as part of a team.	Normally the student is able to work independently and as part of a team.	Most of the time, the student is able to work independently and as part of a team.	The student is always able to work independently and as part of a team.
E.7	Student is totally unable to demonstrate life-long learning and self-improve throughout the internship.	Student is demonstrating few life-long learning and self-improve throughout the internship.	Student is demonstrating life-long learning and self-improve throughout the internship.	Student is demonstrating most of the life-long learning and self-improve throughout the process of internship. And aware the important of life-long learning and self-improvement.	Student is always demonstrate life-long learning and self-improve during the internship. And able to influent the surrounding peoples.