



INDUSTRIAL TRAINING/ PRACTICUM

STUDENT'S HANDBOOK

Third Edition

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Table of Contents

Background	4
1.0 Introduction	5
2.0 Definition	5
3.0 Objectives	6
4.0 Learning Outcomes	6
5.0 Scope of Industrial Training/ Practicum	6
5.1 Purpose of Industrial Training/ Practicum	7
5.2 Prerequisite for registering Industrial Training/ Practicum	7
5.3 Credit value, learning time and duration	7
5.4 Allowance	8
5.5 Insurance	8
5.6 Attendance, Training Hours and Leave	8
5.7 Discipline and Ethics	9
5.8 Supervision and Site Visit	10
5.9 Assessment	10
6.0 Industrial Training/ Practicum Placement	13
7.0 Implementation of Industrial Training/ Practicum	14
7.1 Implementation	14
7.2 Functions and duties of Industrial Training/ Practicum Coordinators	14
7.3 Functions and duties of Academic Supervisor	15
7.4 Functions and duties of Industrial Supervisor or School Mentor	15
	2

7.5	Student's Responsibility	16
8.0	Applicability	17
9.0	Appendices	18

List of Tables

Table 1:	Assessment Component (Industrial Training)	11
Table 2:	Assessment Component (Practicum)	12

Abbreviations

KUPTM	: Kolej Universiti Poly-Tech MARA
JKA	: Academic Committee
SADC	: Student Academic Disciplinary Committee

Background

Kolej Poly-Tech MARA (KPTM), formerly known as Kolej Yayasan Pelajaran MARA (KYPM) was established as a private higher educational institution under the Private Higher Educational Institutions Act 1996 (Act 555) in September 2003. It is managed by Kolej Poly-Tech MARA Sdn. Bhd., a wholly owned subsidiary of Majlis Amanah Rakyat (MARA), KPTM offers a wide range of educational opportunities in the field of information technology, computer science, accounting, business management, engineering and health sciences.

KPTM has stridden through another historical milestone in its excellent journey in academia recently when its Kuala Lumpur branch upgraded to a full university college status. Today, since October 2015, KPTM Kuala Lumpur is proudly known as **Kolej Universiti Poly-Tech MARA (KUPTM)**, offering high quality home-grown degree programmes in the area of accountancy, communication, business, education and humanities; and computing and digital media. With this progress, KUPTM is ever ready to produce more quality and professional Bumiputra who are able to function resiliently and effectively at the global stage.

Vision

A Renowned Frontier of Knowledge

Mission

Nurturing Professionalism and Entrepreneurship through Innovative Education

Motto

Trustworthy, Synergistic, Caring

1.0 Introduction

Industrial Training/ Practicum is a mandatory course for diploma and degree programmes at Kolej Universiti Poly-Tech MARA (KUPTM). Industrial Training/ Practicum forms an essential requirement prior to students graduating from KUPTM. It aims to provide students the opportunity to gain professional exposure and relevant skills that would be a value added towards lifelong learning.

Students will be assigned to private or public organisations that are related to their field of studies, thus enabling them to reap specialised experience and training in a real working environment. Industrial Training/ Practicum hones individual's potential and character to fulfil the needs of industry. Students may find themselves contributing ideas and efforts for the development and improvement of relevant aspects within the organisation training providers.

Each faculty at KUPTM is responsible to plan, coordinate and manage its student placement at industries. There are three (3) faculties at KUPTM, which are Faculty of Computing and Multimedia (FCOM); Faculty of Business, Accountancy and Social Sciences (FBASS); and Faculty of Education, Humanities and Arts (FEHA). The effectiveness of Industrial Training/ Practicum placement relies on the support and cooperation of the selected organisations. KUPTM will use feedback from both organisations and students as guidelines to continually advance and upgrade Industrial Training/ Practicum as capstone course and overall curriculum for our programmes. The respective faculties help in ensuring the quality of KUPTM graduates to acquire the intended learning outcomes.

2.0 Definition

Industrial Training/ Practicum is a student placement in an industry or outside organisation/ institution for a certain period stipulated by the faculty. It is designed for student to practice knowledge gained at the workplace as part of the fulfilment of the graduation.

3.0 Objectives

In undertaking Industrial Training/ Practicum, students should be able to:

- 3.1 apply theories learned at the workplace;
- 3.2 gain experience and fundamental professional skills related to their studies;
- 3.3 form and preserve ties with professional individuals or groups in their respective fields;
- 3.4 comprehend the values of professional ethics in their respective fields; and
- 3.5 demonstrate their professional skills to improve their chances of securing work upon graduation.

4.0 Learning Outcomes

At the end of the Industrial Training/ Practicum, students should be able to:

- 4.1 apply the theories learnt to the real life working environment;
- 4.2 identify real life problem-solving situations;
- 4.3 adopt and adapt good work etiquettes and values; and
- 4.4 gain additional and hands-on knowledge regarding current use of technologies.

5.0 Scope of Industrial Training/ Practicum

The students' placement in the industries/ institutions are related to their areas of studies. The students will be given activities or specific tasks to further broaden their skills and knowledge during the Industrial Training/ Practicum.

5.1 Purpose of Industrial Training/ Practicum

- 5.1.1 Exposure to different types of tasks in the industry or organisation/ institution with work related to supervision.
- 5.1.2 Understanding of the organisation/ institution operation as a whole.
- 5.1.3 Training in management and administrative activities within a specific scope involving students in a project team.

5.2 Pre-requisite for registering Industrial Training/ Practicum

Prior to undergoing Industrial Training/ Practicum, students must register for the course at the beginning of the semester at which he/ she will undergo Industrial Training/ Practicum. Students must refer to the respective Programme Handbook for the correct course code for their Industrial Training/ Practicum.

- 5.2.1 Students must have completed at least 2/3 of the total credit hours of study program.
- 5.2.2 Students are not allowed to postpone registering for Industrial Training/ Practicum once they have met all the requirements except with the JKA approval.
- 5.2.3 Eligible students (names released by Program Coordinator) must undergo Industrial Training/ Practicum during the approved dates and period.

5.3 Credit value, learning time and duration

- 5.3.1 The credit hours and duration of Industrial Training/ Practicum course for different programmes vary according to the respective discipline of studies.
- 5.3.2 The specific credit hours and duration of Industrial Training/ Practicum course are provided in the respective Programme Handbook.

5.4 Allowance

Availability of allowance is subjected to the policy and procedure of each of the organisations/ institutions providing the Industrial Training/ Practicum. Students must inquire about the availability and approval procedures of allowance before making confirmation of placement with the chosen organisation.

5.5 Insurance

5.5.1 During the period of Industrial Training/ Practicum, KUPTM student will be covered by the current KUPTM group insurance policy.

5.5.2 During the continuance of the Industrial Training/ Practicum, each student shall devote his/ her time and attention in performing and discharging his/ her duties and shall not engage or indulge in any other business or undertake any part-time work for any other organisation.

5.5.3 Should there is any inauspicious incidences that may lead to more serious injuries or permanent disabilities, a student must:

- i. lodge a police report within 24 hours period.
- ii. request a written report from the training organisation/ school
- iii. inform and send all related documents to faculty for further actions.

5.6 Attendance, Training Hours and Leave

5.6.1 Students must report to work on time and be present for industrial training during the usual business or working hours, except in the case of incapacity through illness, accident or other unavoidable circumstances in which case he/ she shall notify the Industrial Training/ Practicum Coordinator, Industrial Supervisor, Academic Supervisor and the Human Resource Department at the organisation on the first day that he/ she is absent.

5.6.2 In the event that students do not turn up to work due to incapacity or unavoidable circumstances, students must furnish relevant evidence (e.g. medical certificates and police reports) and submit copies of the evidences to the appointed Industrial Supervisor and the Human Resource Department. The original copy of the evidences must be attached in the Logbook. The sick leave taken should not be more than two (2) days throughout duration of internship upon approval from

Industrial Supervisor.

5.6.3 Daily activities and tasks must be recorded in the KUPTM Logbook/ Journal.

5.6.3.1 The Logbook/ Journal must be submitted to Industrial Supervisor for verification on regular basis (e.g. weekly or fortnightly).

5.6.3.2 The Logbook/ Journal must be submitted to Academic Supervisor once the Industrial Training/ Practicum duration is completed.

5.6.4 Should students fail to attend the Industrial Training/ Practicum within 48 hours without any notice to the appointed Industrial Supervisor and Human Resource Department, the organisation/ institution providing the training has the right to terminate the student without given notice.

5.6.5 Students are not allowed to take leave during Industrial Training / Practicum, except with official prior approval from the organisation.

5.7 Discipline and Ethics

5.7.1 Students shall uphold the image of KUPTM and MARA as well as the organisation at which they are undergoing Industrial Training/ Practicum.

5.7.2 Students shall be disciplined and courteous at all times to the staff of the organisation.

5.7.3 Students shall always be well groomed with clean and smart attire.

5.7.4 Students must sign **Non-Disclosure Agreement (Appendix 14)** and maintain the confidentiality and not to disclose, directly or indirectly, any information pertaining to the organisation's/ institution's operation during and/or after the industrial training/practicum.

5.7.5 Students are not allowed to sign any documents proposed by organisations/ institutions unless permission given by the Dean or Industrial Training/ Practicum Coordinator.

5.7.6 Students shall not wilfully damage or wrongly deal with any property belonging to the organization/ institution providing the Industrial Training/ Practicum.

5.7.7 If any student discontinues the Industrial Training/ Practicum prematurely for any reasons or being terminated by the organisation/ institution providing the training due to misconducts (e.g. poor attendance or violation of organisation's regulations), the student shall not be allowed to continue the Industrial Training/ Practicum at other organisations/ institutions except with permission from the Dean of the Faculty. The student shall be subjected to disciplinary action(s). Proceeding action following this is described in more details in the KUPTM Academic Regulations Handbook.

5.7.8 If students commit any breach of the KUPTM Academic Regulations Handbook or neglect the duties, or is guilty of any misconduct in the course of the Industrial Training/ Practicum, then the students shall be liable for such action and be brought before the SADC for disciplinary action(s).

5.7.9 KUPTM reserves the rights to terminate any students who fail to comply with the rules and regulations stated by KUPTM and the organisations/ institutions involved.

5.8 Supervision and Site Visit

5.8.1 Each student is assigned an Academic Supervisor who will monitor the student's Industrial Training/ Practicum and coordinate supervising activities with the appointed Industrial Supervisor.

5.8.2 Site visit or any other means by an Academic Supervisor to each student is carried out only **ONCE (1)** during the Industrial Training/ Practicum.

5.8.3 Students shall promptly and faithfully comply with his/ her Industrial Supervisor with regards to the Industrial Training/ Practicum course conducted by the approved organizations /institutions training providers.

5.9 Assessment

5.9.1 Students are assessed based on performance and adaptability throughout the Industrial Training/ Practicum period. Assessment is based on the student's performance and the ability to prepare both oral and written reports, logbook record as well as the evaluation by both the Industrial Supervisor and the Academic Supervisor.

5.9.2 Every student must record daily activities and tasks in the KUPTM Logbook/ Journal. It must be checked regularly by the Industrial Supervisor.

5.9.3 This KUPTM Logbook/ Journal must be submitted to the Academic Supervisor for the assessment.

5.9.4 All relevant materials must be submitted to the Academic Supervisor within **ONE (1)** week after the Industrial Training/ Practicum is completed. The report is considered as a final draft until the quality of the content is approved by the Academic Supervisor.

5.9.5 The status awarded for the Industrial Training/ Practicum course is either **PASS** or **FAIL** only. With the details grading of MERIT (more than 80%), SATISFACTORY (between 40% to 79%) and FAIL (less than 39%). In order to **PASS**, every student must obtain **AT LEAST 40%** of the total marks.

Any student who fails the course is required to repeat the Industrial Training/ Practicum in the next academic session.

5.9.6 Failure to submit the deliverable materials by the stipulated deadline shall cause the students to fail the course.

5.9.7 All students must pass this Industrial Training/ Practicum course in order to earn the required credits towards graduation.

5.9.8 The assessments are shown in Table 1 and Table 2

Table 1: Component of Assessments (Industrial Training)

	Component of Assessments	Appendix
Industrial Training	Industrial Supervisor Evaluation - the appointed Industrial Supervisor must evaluate the students based on the criteria in the Industrial Supervisor Evaluation Form. The completed form must be handed to the Academic Supervisor accordingly.	Appendix 8
	Site Visit - the appointed Academic Supervisor must visit the organisation once (1) during the industrial training duration. During the visit, the Academic supervisor need to ask the Industrial supervisor pertaining the student's performance based on the criteria in the Site Visit Evaluation Form.	Appendix 3
	Logbook – students must submit the complete logbook (with organisation verification) to their Academic Supervisor. The Academic Supervisor must assess the logbook based on the Logbook Evaluation Form.	Appendix 22
	Presentation – students are required to conduct a presentation reporting about the assigned tasks and activities involved during the industrial training. The presentation must be evaluated by the Academic Supervisor according to the criteria in the Presentation Evaluation Form.	Appendix 4
	Final Report - student are required to complete the final report according to the format given and submit it to the Academic Supervisor to be evaluated according to Final Report Evaluation Form.	Appendix 7

* Weightage varies depending on the programme. Refer current syllabus for detail weightages.

Table 2: Component of Assessments (Practicum)

	Component of Assessments	Appendix
Practicum	Practicum Teaching Evaluation – the Academic Supervisor and School Mentor must evaluate the students based on the criteria in the Teaching Evaluation Form.	Appendix 17
	Journal - students must complete the journal and submit it to the academic supervisor at the end of practicum. The Journal will be assessed according to criteria in Overall Journal.	Appendix 20
	Co-curricular - School mentor/ Co-curricular Senior Assistant (<i>Guru Penolong Kanan Kokurikulum</i>)/ Headmaster must evaluate students based on their participations in Co-curricular/ outdoor activities. The student's performance will be assessed according to Co-curricular/ Activity Involvement Form.	Appendix 9
	Teaching Portfolio - (Applicable for <i>Diploma Pascasiswazah Pendidikan - DPP</i>) student must compile the lesson plans and submit it to the academic supervisor. The Academic Supervisor must assess the portfolio based on Teaching Portfolio <i>DPP</i> .	Appendix 16
	Teaching Evaluation for Academic Supervisor – (Applicable for Bachelor in Early Childhood Education) Academic supervisor must evaluate the students based on the listed criteria in the form.	Appendix 18
	Teaching Evaluation Form for Mentor - (Applicable for Bachelor in Early childhood Education) the kindergarten/ childcare mentor must evaluate students based on the listed criteria in the form.	Appendix 19
	Lesson Plan – (Applicable for Bachelor in Early childhood Education) student must compile the lesson plans and submit it to the academic supervisor (verified by owner/ mentor of kindergarten/ childcare).	Appendix 21

* Weightage varies depending on the programme. Refer current syllabus for detail weightages.

6.0 Industrial Training/ Practicum Placement

- 6.1 Students must undergo Industrial Training/ Practicum at relevant organisations/ institutions approved by KUPTM.
- 6.2 Each student is responsible to find his/ her own placement for Industrial Training/ Practicum.
- 6.3 Students must select organisation/ institution that has been approved by the Industrial Training/ Practicum Coordinator.
- 6.4 Industrial Training/ Practicum Coordinator at each Faculty will assist students in the process of selecting the organisations/ institutions and coordinate all the placement matters.
- 6.5 Placement can be made either in the private sector or government sector depending on the requirements of the programme and Industrial Training/ Practicum course registered.
- 6.6 A student who fails to find a placement within the approved time, he/ she shall defer the Industrial Training/ Practicum course to the next academic session.
- 6.7 Students are not allowed to change their Industrial Training/ Practicum placement once confirmation letter has been made and released. Students shall discuss any arising matters with regard to their placements with the relevant approved organisations/ institutions providing the training prior to them making confirmation of acceptance. Any student found to have changed his/ her placement without proper approval from Faculty, will be barred from continuing the training and consequently the student will be required to repeat the Industrial Training/ Practicum course in the next academic session.
- 6.8 Industrial Training/ Practicum dates and period cannot be changed unless with permission from the Dean. Students who wish to postpone his/ her industrial training must write a formal request letter to the Dean for approval. The decision will be informed within appropriate time frame, which subject to approval by the Faculty.
- 6.9 Students are not allowed to undergo their Industrial Training/ Practicum in a family-owned business. Also, students are not allowed to work with family members in non-family companies. A conflict of interest may exist and assessments may not be as objective as they should be.

7.0 Implementation of Industrial Training/ Practicum

7.1 Implementation

7.1.1 Industrial Training/ Practicum Coordinator should be able to manage Industrial Training/ Practicum by compiling all data such as a list of students, placement and confirmation letter, Industrial Training/ Practicum calendar, other relevant documents etc.

7.1.2 All activities related to Industrial Training/ Practicum are coordinated by the Faculty's Industrial Training/ Practicum Coordinator.

7.2 Functions and duties of an Industrial Training/ Practicum Coordinator

7.2.1 Organise the selection of Industrial Training/ Practicum placement.

7.2.2 Identify suitable organisations/ institutions for students to undergo Industrial Training/ Practicum.

7.2.3 Ensure the Industrial Training/ Practicum terms and conditions set by the Faculty are met.

7.2.4 Manage and monitor placement by replying the **Confirmation Letter (Appendix 1)** or **Decline Letter (Appendix 2)** to students with the relevant organisations/ institutions according to their academic programme requirements.

7.2.5 Conduct briefings to students before they undergo Industrial Training/ Practicum.

7.2.6 Advise on the insurance coverage for students undergoing Industrial Training/ Practicum. Any matters relating to insurance shall be referred to the Student Affairs Department.

7.2.7 Manage the change of training organisations/ institutions once it is approved by the Dean.

7.2.8 Follow up action in any act of misconduct or behaviour by a student.

7.2.9 Provide advice regarding students' welfare related to Industrial Training/ Practicum.

7.2.10 Record the confirmed students for Industrial Training/ Practicum.

7.2.11 Appoint Academic Supervisor and organise the supervision process.

7.2.12 Coordinate the activities and visitation schedules of Academic Supervisor.

7.2.13 Organise Industrial Training/ Practicum reports.

7.2.14 Manage the students' marks and grades.

7.2.15 Present students' marks to the Faculty.

7.2.16 Report the results of Industrial Training/ Practicum to the Faculty.

7.3 Functions and duties of an Academic Supervisor

- 7.3.1 Conduct and supervise approved students.
- 7.3.2 Communicate with the Industrial Supervisor.
- 7.3.3 Keep track and report problems (if any) to the Industrial Training/ Practicum Coordinator once Academic Supervisor are assigned to their supervisees.
- 7.3.4 Evaluate the outcome of the Industrial Training/ Practicum visit. The visit should be done within ONE MONTH before industrial training ends and assessments should be as according to the program. (Refer to Table 1/Table 2).
- 7.3.5 Provide the Employer Industrial Survey and Industrial Supervisor Evaluation Form to Industrial Supervisor.
- 7.3.6 Assess and grade student's written report using **Final Report Evaluation Form (Appendix 7)** and **Logbook Evaluation Form (Appendix 22)**.
- 7.3.7 Submit summary of Industrial Training/ Practicum marks using **Industrial Training/ Practicum Marks Report Sheet (Appendix 15)** and all evaluation forms to the Industrial Training/ Practicum Coordinator.

7.4 Functions and duties of an Industrial Supervisor or a School Mentor

- 7.4.1 Assign job description to students.
- 7.4.2 Provide assistance and guidance to students throughout the Industrial Training/ Practicum period.
- 7.4.3 Monitor assignments or tasks given to students.
- 7.4.4 Check and verify the records made by students in the Logbook on regular basis.
- 7.4.5 Provide feedback to respective Industrial Training/ Practicum Coordinator or Academic Supervisor when required and evaluate the students' performance.
- 7.4.6 Report to the Academic Supervisor of any problems involving the student(s) under training of any activities that deemed unworthy.
- 7.4.7 Assess and grade student's performance.
 - i. **Industrial Supervisor Evaluation Form (Appendix 8)** or
 - ii. **Teaching Evaluation Form (Appendix 5)** and
 - iii. **Co-curricular / Sport Activity Evaluation Form (Appendix 9)** for practicum students only.
- 7.4.8 Submit evaluation forms to the Academic Supervisor or Industrial Training/ Practicum Coordinator.

7.5 Student's Responsibility

7.5.1 Before undergoing Industrial Training/ Practicum:

- i. Prepare a resume/ curriculum vitae and a cover letter.
- ii. Submit **Student's Details Form (Appendix 10)** for Practicum students only to the Industrial Training/ Practicum Coordinator.
- iii. Prepare copies of relevant academic transcripts and certificates.
- iv. Attend an Initial Briefing organised by the Industrial Training/ Practicum Coordinator.
- v. Collect the official **Placement Request Letter (Appendix 11)** from the Industrial Training/ Practicum Coordinator.
- vi. Organize for placement applications and alert with **Organisation Reply Form (Appendix 12)** from organisations to the Industrial Training/ Practicum Coordinator.
- vii. Upon consultation with the Industrial Training/ Practicum Coordinator, make placement confirmation with the chosen organisation.
- viii. Attend a Final Briefing organised by the Industrial Training/ Practicum Coordinator.
- ix. Must register as a returning student in order to activate student status.
(If a student fails to register for the course at the beginning of the semester at which he/ she will undergo Industrial Training/ Practicum, consent from the Dean must be obtained with regards to eligibility to undergo Industrial Training/ Practicum).

7.5.2 During the Industrial Training/ Practicum:

- i. Report for duty on the first day of Industrial Training/ Practicum
- ii. Submit the **Report Duty Notification (Appendix 13)** to the Industrial Training/ Practicum Coordinator by Week 1 or as instructed by the Industrial Training/ Practicum Coordinator.
- iii. Record daily activities in the Logbook and get verification from Industrial Supervisor.
- iv. Attend the Industrial Training/ Practicum without fail.
- v. Get prior permission from the Dean to change placement whenever necessary only.
- vi. Comply with all KUPTM regulations and procedures.
- vii. Maintain good time management, discipline and enthusiasm during Industrial Training/ Practicum, and uphold KUPTM image by refraining from any misconducts that shall tarnish its good name.

- viii. Be responsible for own expenses, including cost of living, travelling and accommodation during the training.
- ix. Report to Academic Supervisor on any problems encountered during the Industrial Training/ Practicum.
- x. Prepare the Final Report and presentation slides.

7.5.3 After the Industrial Training/ Practicum is completed:

- i. Ensure that the Logbook has been verified by the Industrial Supervisor.
- ii. Finalise the Final Report/ Journal.
- iii. Compile both the Logbook and Final Report/ Journal for submission to Academic Supervisor.

8.0 Applicability

This handbook is in accordance to the latest KUPTM Industrial Training/ Practicum Handbook and the adaptation has been made to accommodate KUPTM vision, mission, curriculum and syllabus. It shall be used to govern the implementation of Industrial Training/ Practicum in KUPTM. To be read together with KUPTM Academic Regulations Handbook and respective Programme Handbook.

9.0 Appendices

Appendix 1	Confirmation Letter: LO2	
Appendix 2	Decline Letter: LO3	
Appendix 3	Site Visit Evaluation Form	KUPTM.PHEA.CAES.LI.01-01
Appendix 4	Presentation Evaluation Form	KUPTM.PHEA.CAES.LI.02-01
Appendix 5	Teaching Evaluation Form	KUPTM.PHEA.CAES.LI.03-01
Appendix 6	Overall Journal Evaluation	KUPTM.PHEA.CAES.LI.04-01
Appendix 7	Final Report Evaluation Form	KUPTM.PHEA.CAES.LI.05-01
Appendix 8	Industrial Supervisor Evaluation Form	KUPTM.PHEA.CAES.LI.06-01
Appendix 9	Co-curricular/Sport Activity Involvement Form	KUPTM.PHEA.CAES.LI.07-01
Appendix 10	Student's Details Form	KUPTM.PHEA.CAES.LI.08-01
Appendix 11	Placement Request Letter: LO1	
Appendix 12	Organisation Reply Form	KUPTM.PHEA.CAES.LI.09-01
Appendix 13	Report Duty Notification Form	KUPTM.PHEA.CAES.LI.10-01
Appendix 14	Non-Disclosure Agreement	KUPTM.PHEA.CAES.LI.11-01
Appendix 15	Industrial Training/ Practicum Marks Report Sheet	KUPTM.PHEA.CAES.LI.12-01
Appendix 16	Teaching Portfolio (DPP)	KUPTM.PHEA.CAES.LI.13-01
Appendix 17	Teaching Evaluation Form for Academic Supervisor (DPP)	KUPTM.PHEA.CAES.LI.14-01
Appendix 18	Teaching Evaluation Form for Academic Supervisor (ECE)	KUPTM.PHEA.CAES.LI.15-01
Appendix 19	Teaching Evaluation Form For Mentor (ECE)	KUPTM.PHEA.CAES.LI.16-01
Appendix 20	Overall Journal Evaluation Form (ECE)	KUPTM.PHEA.CAES.LI.17-01
Appendix 21	Lesson Plan Evaluation Form (ECE)	KUPTM.PHEA.CAES.LI.18-01
Appendix 22	Logbook Evaluation Form	KUPTM.PHEA.CAES.LI.19-01

Our Ref. No. : **KUPTMKL.FCOM.LI.CL.0117(01)**

KUPTMKL. Faculty. Latihan Industri. Confirmation Letter. Session.(No)

Date : 22nd November 2021

Appendix 1

Attn:

(COMPANY ADDRESS)

Dear Sir/Madam,

CONFIRMATION PLACEMENT

Student Name :	
ID / IC Number :	
Programme :	

The above matter is kindly referred.

2. Thank you very much for the returned Organisation Reply Form (ORF).

3. We would like to confirm that the above mentioned name will undergo training with your organisation from // > until // **(XX weeks)**.

4. Please be informed that on **date**, our student will hand over the Report Duty Notification (RDN) Form to you. Please complete the form and return it to us via email or fax by **date** (the latest).

5. For your information, each student is allocated TWO (2) supervisors, one from **Kolej Universiti Poly-Tech MARA Kuala Lumpur** (referred as Academic Supervisor and selected from our lecturers) and the other from your organisation (referred as Industrial Supervisor). Please provide us the name, designation, contact number and email of the officer who we may appoint as the Industrial Supervisor. Also, we seek assistance from the Industrial Supervisor to evaluate our student towards the end of the training period. We will send the Industrial Supervisor Evaluation Form to the Industrial Supervisor during the first month of the training.

6. Kindly forward Appendix 1 (Industrial Training Calendar) to the Industrial Supervisor for his/her perusal.

We would like to thank you for your cooperation. Should there be any enquiry, please do not hesitate to contact us.

Thank you.

Yours sincerely

“BERKHIDMAT UNTUK NEGARA”

“LUAR BANDAR SEJAHTERA”

**DEAN, FACULTY OF ~~XXXXXXXXXXXXXXXXXX~~
KOLEJ UNIVERSITI POLY-TECH MARA KUALA LUMPUR**

Attachment:

1. Appendix 1 (Industrial Training Calendar)

Our Ref. No. : **KUPTMKL.FCOM.LI.DL.0117(01)**

KUPTMKL. Faculty. Latihan Industri. Decline Letter. Session(No)

Your Ref. No. :

Date :

Organization Name And Address

Attn: Whom It May Concern

Dear Sir/Madam,

DECLINE LETTER FOR INDUSTRIAL TRAINING

The above matter is kindly referred.

With regard to the *Organisation Reply Form* that you have returned to us, we would like to express our highest appreciation for your willingness in accepting our student(s) to undergo industrial training at your organisation.

However, we are sorry to inform you that the student listed in the previous Application for Industrial Training Letter, is unable to accept the offer at this time. This is due to unavoidable circumstances. Any difficulty caused on your part is highly regretted.

Here is the student who applied but is unable to accept your offer:

Student Name :	
ID / IC Number :	
Programme :	

We would like to thank you for your cooperation. Should there be any enquiry, please do not hesitate to contact us.

Yours sincerely

“BERKHIDMAT UNTUK NEGARA”
“LUAR BANDAR SEJAHTERA

Dean , Faculty of **XXXXXXXXXXXX**
Kolej Universiti Poly-Tech MARA Kuala Lumpur

SITE VISIT EVALUATION FORM

INSTRUCTION

1. This form is applicable for evaluation of students undergoing industry training at approved organisations.
2. One form is to be used for each student under supervision.
3. With the Dean jurisdiction, site visit can be replaced with a phone call or video conference.

Please mark (√) if applicable:

Visit Date: _____

Met student	()	Name and Contact Details of Student :
Met Industrial Supervisor	()	Name and Contact Details of Industrial Supervisor :
Met other staff at the organization	()	Name, Designation and Official Stamp of staff :

Please evaluate according to the scale shown below: (circle ONE only)

1 Need Improvement (Fail to meet Minimum requirement)	2 Below Average (Requires significant development to improve performance)	3 Average (Requires some development to fulfil expectations)	4 Good (Balanced and consistent performance)	5 Excellent (Notable achievement beyond normal expectations)
---------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	------------------------------------------------------------------	----------------------------------------------------------------------------------

A	Discipline	Scale				
1	Attendance	1	2	3	4	5
2	Punctuality	1	2	3	4	5
3	Performed work in specified time	1	2	3	4	5
4	Compliance to orders	1	2	3	4	5
5	Compliance to office rules	1	2	3	4	5
6	Willingness to accept responsibility	1	2	3	4	5
7	Quality of work	1	2	3	4	5
8	Self-appearance	1	2	3	4	5

B	Abilities	Scale				
1	Initiative	1	2	3	4	5
2	Ability to work in team	1	2	3	4	5
3	Ability to work with minimal supervision	1	2	3	4	5
4	Independence	1	2	3	4	5
5	Ability to give ideas/opinions/suggestions	1	2	3	4	5
6	Ability to cope with pressure	1	2	3	4	5

C	Skills	Scale				
1	Verbal communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Knowledge of related tasks	1	2	3	4	5
4	Ability to use related software/tools	1	2	3	4	5
5	Analytical skills	1	2	3	4	5
6	Social relation	1	2	3	4	5

Total marks: _____ / 100



Comments:

(Signature and Official Stamp of Academic Supervisor)

PRESENTATION EVALUATION FORM

INSTRUCTION:

1. This form is to be completed by Academic Supervisor.
2. Each presentation should last 10 to 15 minutes (inclusive of Question & Answer session).
3. Refer to Table 1 and Table 2 for marks distribution and marking criteria.

Student Name	
Student ID	

		MARKS	
		AWARDED	MAXIMUM
Knowledge of the subject			40
Organisation, language and delivery			20
Critical/ Analytical / Creative skills			20
Question handling			20
	TOTAL		100

Comments / Suggestions:

Academic Supervisor:
(Name, Signature & Official Stamp)

Date:

Table 1: MARKS CLASSIFICATION

Classification	Marks (Percentage)
Excellent	80 – 100
Very Good	70-79
Good	60-69
Satisfactory	41-59
Weak	0-39

Table 2: Description of Marks Classification

CLASSIFICATION	CATEGORY							
	Knowledge		Organization / Language / Delivery		Critical/analytical/creative thinking skills		Question Handling	
	Mark	Description	Mark	Description	Mark	Description	Mark	Description
Excellent	36 – 40	- Excellent knowledge of the subject and application of the knowledge. - Very clear analysis of the problem - Original / Outstanding project	18 – 20	- Very well organised - Very clear objectives - Excellent language - Very confident delivery	18 – 20	- Excellent ideas / new areas for research - Clearly feasible	18 – 20	- Answer questions very well / very competently / concisely / clearly
Very Good	31 – 35	- Very good knowledge of the subject and application of the knowledge. - Clear analysis of the problem - Very good project	15 - 17	- Well organised - Clear objectives - Very good language - Confident delivery	15 - 17	- Very good ideas / areas for research - Feasible ideas	15 - 17	- Answer questions quite well / competently / concisely / clearly
Good	26 – 30	- Good knowledge of the subject and application of the knowledge. - Fairly clear analysis of the problem - Good project	10 - 14	- Fairly organised - Fairly clear objectives - Good language - Fairly confident delivery	10 - 14	- Some fairly good ideas - Quite feasible	10 - 14	- Answer questions fairly well / quite competently / fairly concisely / clearly
Satisfactory	16 – 25	- Adequate knowledge of the subject and application of the knowledge. - Fairly clear analysis of some areas of the problem - Adequate project	6 – 9	- Lacks good organization - Some ideas are linked - Not very clear objectives - Not confident	6 – 9	- Some ideas for research but not original / new	6 – 9	- Lacks ability to answer questions effectively
Weak	< 15	- Little / no knowledge of the subject and application of the knowledge. - Vague analysis of the problem - Inadequate project	< 5	- No organization - Disjointed / confusing ideas - Unclear objectives - A nervous wreck	< 5	- No / illogical ideas - Unfeasible ideas	< 5	- Does not understand questions - No ability to handle questions

TEACHING EVALUATION FORM: 1 / 2

FACULTY OF EDUCATION, HUMANITIES AND ARTS
KOLEJ UNIVERSITI POLY-TECH MARA
KUALA LUMPUR

INSTRUCTION
1. This form is used to evaluate students' performance during class session.
2. It is to be completed by the respective Academic Supervisor/School Mentor.
3. This report contributes:
a. 40% x 1 (class observation) of the total marks. (for Academic Supervisor)
b. 20% x 2 (class observations) of the total marks. (for School Mentor)

Name					
KUPTM ID					
SCHOOL NAME					
Date & Day:			Time:		
Class:			Syllabus:		
Focus:			Theme:		
Topic:					
School Mentor/ Academic Supervisor Name:					
For each criteria, please rate the student according to the following scale:					
<i>1 Poor</i>	<i>2 Weak</i>	<i>3 Average</i>	<i>4 Good</i>	<i>5 Excellent</i>	

A. PLANNING	SCALE				
1. Statement of Objectives. Teaching objectives are clearly and specifically stated.	1	2	3	4	5
REMARKS:					
2. Appropriateness of Objectives. Teaching objectives are appropriate to the level and ability of the majority of the students.	1	2	3	4	5
REMARKS:					
3. Selection of teaching content. Teaching content is appropriately adjusted to the objectives, values and abilities to students.	1	2	3	4	5
REMARKS:					
4. Organization of lesson plan. Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation.	1	2	3	4	5

REMARKS:
TOTAL A:

B. IMPLEMENTATION	SCALE				
1.Set Induction Students' attention and interest are quickly and effectively directed to the lesson with a well-signalled topic	1	2	3	4	5
REMARKS:					
2.Presentation Lesson is presented in a clear manner and according to the sequence and use of appropriate examples	1	2	3	4	5
REMARKS:					
3.Pace Of Lesson and Time Management Lesson is paced according to the students' level of comprehension ability and sufficient activities for the duration of lesson	1	2	3	4	5
REMARKS:					
4.Command of Subject Matter Teacher exhibits a good command of subject matter	1	2	3	4	5
REMARKS:					
5.Teaching Method and Strategy Teaching method and strategy are varied and suitable to the objective and topic	1	2	3	4	5
REMARKS:					
6.Use of Teaching Aids The teacher makes systematic and effective use of the board. Teaching aids are suitable to the topic and used effectively to reinforce teaching	1	2	3	4	5
REMARKS:					
7.Speech and Language Teacher exhibits a well-modulated voice; fluent and proficient in the language	1	2	3	4	5
REMARKS:					
8.Class Interaction/Learning Environment Student-teacher interaction is pleasant. Equal attention is given to all students; active students' participation	1	2	3	4	5

REMARKS:					
9. Class Management Class is managed appropriately and efficiently	1	2	3	4	5
REMARKS:					
10. Question Technique Effective question technique; form and style of questioning stimulates students' thinking	1	2	3	4	5
REMARKS:					
11. Method of Evaluation Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved	1	2	3	4	5
REMARKS:					
TOTAL B:					

C. CLOSURE		SCALE				
1. Conclusion of Lesson Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives.	1	2	3	4	5	
REMARKS:						
2. Achievement of Objective and Inculcation of Moral Values The lesson covers all objectives. Teacher effectively inculcates moral values	1	2	3	4	5	
REMARKS:						
3. Overall Effectiveness of Teaching Overall teaching is effectively carried out	1	2	3	4	5	
REMARKS:						
TOTAL C:						

D. TEACHER'S CHARACTERISTICS/PERSONALITIES		SCALE				
1. *Teacher Reflection Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made		1	2	3	4	5
REMARKS:						
2. Teacher Innovativeness Teacher exhibits positive, innovative and creative approach to teaching		1	2	3	4	5
REMARKS:						
TOTAL D:						

TOTAL OF A + B + C +D	
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() X 20%	
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**Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

Name of Mentor/ Academic Supervisor

Signature & Date

OVERALL JOURNAL EVALUATION

INSTRUCTION

1. This form is used to evaluate students' performance and involvement in any co-curricular activities.
2. It is to be completed by the Academic supervisor after the practicum is over.
3. This report contributes 10% of the total marks.

NAME	
KUPTM ID	

For each criteria, please rate the student according to the following scale:

<i>1 Poor</i>	<i>2 Weak</i>	<i>3 Average</i>	<i>4 Good</i>	<i>5 Excellent</i>
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CRITERIA	SCALE				
A. Restating of Experience Teacher manages to explain in details about each experience encountered	1	2	3	4	5
REMARKS:					
B. Reflections/ Personal Response Teacher gives well-responses and reflections. Teacher too provides excellent use of examples	1	2	3	4	5
REMARKS:					
C. Development of Idea Teacher shows excellent use of examples and details to explore and develop ideas and opinions	1	2	3	4	5
REMARKS:					

D. Organization Teacher organizes the content in a correct order. Contains introduction; development of main idea (or ideas), and conclusion	1	2	3	4	5
REMARKS:					
E. Effort and Mechanics Teacher portrays detailed effort on writing with neat and legible writing, flawless spelling and punctuation	1	2	3	4	5
REMARKS:					
$\frac{A+B+C+D+E}{25} \times 10\% =$					

Academic Supervisor Name & Signature

Date

FINAL REPORT EVALUATION FORM

INSTRUCTION

1. This form is used to evaluate students' performance in industry training via the Final Report prepared by them.
2. It is to be completed by the Academic Supervisor after the industry training is over.
3. One form is to be used for each student evaluated.

STUDENT NAME	
STUDENT ID	

For each of the criteria, rate the student according to the scale shown:

1 Need Improvement (Fail to meet minimum requirement)	2 Below Average (Requires significant development to improve performance)	3 Average (Requires some development to fulfil expectations)	4 Good (Balanced and consistent performance)	5 Excellent (Notable achievement beyond normal expectations)
--------------------------------------------------------------------	----------------------------------------------------------------------------------------	---------------------------------------------------------------------------	-----------------------------------------------------------	---------------------------------------------------------------------------

No.	Evaluation Criteria	Scale					Remarks
		1	2	3	4	5	
1.	Abstract • Summary of the training, experience gained and acknowledgement	1	2	3	4	5	
2.	Table of Content	1	2	3	4	5	
3.	Objectives • Objectives of the report • Objectives of the training	1	2	3	4	5	
		1	2	3	4	5	
4.	Company Profile • Company background • Organisation chart • Details of industrial supervisor	1	2	3	4	5	
		1	2	3	4	5	
		1	2	3	4	5	
5.	Details of Experience • Describe the duties and various tasks in detail (details of project completed, estimation, costing and etc.) • The problems encountered and the approach for solving problems • The professional and ethical issues, health and environmental issues that are encountered during the training	1	2	3	4	5	
		1	2	3	4	5	
		1	2	3	4	5	

6.	Discussion and Conclusion • Discussion and suggestion of the training • Conclusion of the training	1 1	2 2	3 3	4 4	5 5	
7.	References • The list of references used in preparing the report	1	2	3	4	5	
8.	Appendix • Any other relevant details to support the write up. For example, design details, copies of letters, project report, figures, tables, pictures and etc. • Each appendix must have a title and being mentioned in the report.	1 1	2 2	3 3	4 4	5 5	
9.	Overall format	1	2	3	4	5	
	Total Marks	_____/80					

(Signature and Official Stamp of Academic Supervisor)

INDUSTRIAL SUPERVISOR EVALUATION FORM

<p>INSTRUCTION</p> <ol style="list-style-type: none"> 1. This form is to be completed during the final week of industry training. 2. The appointed staff that supervises the student at the organisation either in parts or completely, is eligible to evaluate the student using this form. Please print additional reports (if any) on the organisation's letter head should they be necessary to accompany this form. 3. One form is to be used for each student under supervision. 4. The report is CONFIDENTIAL so it must be returned to the respective Academic Supervisor or via registered mail/ email/ facsimile to the Industrial Training Coordinator – address as provided on the last page of this form.

STUDENT DETAILS

Name			
Programme Code		IC No.	

INDUSTRIAL SUPERVISOR DETAILS

Name	
Contact Details	
Organisation Official Stamp	

Student's Scope of Work (Job Specification):

For each of the criteria, rate the student according to the scale shown:

1	2	3	4	5
Need Improvement (Fail to meet minimum requirement)	Below Average (Requires significant development to improve performance)	Average (Requires some development to fulfil expectations)	Good (Balanced and consistent performance)	Excellent (Notable achievement beyond normal expectations)

(A) Knowledge and skills in the field

Scale

i. Knowledge of subject area	1	2	3	4	5
ii. Ability in the relevant skills	1	2	3	4	5
iii. Ability in completing written reports	1	2	3	4	5

(B) Planning and organisation of work

i. Time management	1	2	3	4	5
ii. Problem solving skills	1	2	3	4	5
iii. Ability to apply theoretical knowledge to the practical tasks	1	2	3	4	5

(C) Teamwork

i. Ability to handle challenges	1	2	3	4	5
ii. Ability to adapt to different situation	1	2	3	4	5
iii. Commitment to task/work	1	2	3	4	5
iv. Ability to work effectively as an individual and as a member of a team	1	2	3	4	5

(D)	Communication					
	i. Rapport-ability to develop good relationship with others	1	2	3	4	5
	ii. Ability to communicate effectively	1	2	3	4	5
	iii. Ability to construct coherent written communication	1	2	3	4	5
	iv. Present effective verbal communication	1	2	3	4	5

(E)	Personality					
	i. Pleasant character	1	2	3	4	5
	ii. Cooperative	1	2	3	4	5
	iii. Self-confident	1	2	3	4	5

(F)	Discipline					
	i. Possess good self-discipline	1	2	3	4	5
	ii. Compliance to rules	1	2	3	4	5
	iii. Punctuality and attendance	1	2	3	4	5

Total marks: _____ / 100

Comments:

Suggestions:

(Official Stamp and Signature of Industrial Supervisor)

Date:

CO-CURRICULAR/SPORTS ACTIVITY INVOLVEMENT FORM

INSTRUCTION

1. This form is used to evaluate students' performance and involvement in any co-curricular activities.
2. It is to be completed by the Co-curricular Senior Administrative Officer (GPK KO-KU) / MENTOR after the practicum is over.

Name _____

Activities Involved (Sports/Club) _____

Attribute/Skill Rating (Please circle)

For each attribute, please rate the student according to the following scale:

1 Poor	2 Weak	3 Average	4 Good	5 Excellent
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ATTRIBUTES	SCALE					Total
A. ATTENDANCE	1	2	3	4	5	
B. PARTICIPATION	1	2	3	4	5	
C. LEADERSHIP SKILLS	1	2	3	4	5	
D. ACHIEVEMENT	1	2	3	4	5	
$\frac{A+B+C+D}{20} \times 10\% =$						

Name of Co-Curricular Senior Admin Officer & Stamp

Signature & Date



PHOTO

STUDENT'S DETAILS FORM

INSTRUCTION

1. This form is used to get student's information for practicum purposes.
2. It is to be completed by the student before the practicum starts.
3. This form **MUST** be submitted to the Industrial Training Coordinator before the practicum starts.

Name of School: _____

PERSONAL DETAILS			
Full Name			
Gender	F / M		
IC No.		ID No.	
Race		Religion	
Date of Birth		Place of Birth	
Phone No. (House)		Phone No. (Mobile)	
Permanent Address			
Current Address			
Marital Status		Health Problem:	Yes (Please State if Yes)

FAMILY DETAILS	
Father's Name	
Age	
Phone No.	
Occupation	
Mother's Name	
Age	
Phone No.	
Occupation	
Name of Guardian	
Age	
Phone No.	
Occupation	
Address	

I hereby declare that the details given are true.

Signature: _____ Date: _____

Name: _____

Our Reference: **KUPTMKL.FCOM.LI.CL.0117(01)**

KUPTMKL . Faculty . Latihan Industri . Placement Request Letter.Session(No)

To whom it may concern,
Sir/Madam

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

The above matter is kindly referred.

Kolej Universiti Poly-Tech MARA Kuala Lumpur is an institution of higher learning that offers Diploma programmes for students. As part of the graduation requirements students must undergo Industrial Training.

Kolej Universiti Poly-Tech MARA Kuala Lumpur is inviting companies to participate in our industrial training programme. The training period is for **XX** weeks starting from / / to / /.

The student's details are as follows:

Student Name :	
ID / IC Number :	
Programme :	

Any inquiry please contact our Industrial Training Coordinator **XXXX**(Tel No.: 03-9281 9700 ext no. 744) or email to XXX@kuptm.edu.my

We hope to have your cooperation in accepting the above student for industrial training at your organization. Please complete and return the enclosed **Organisational Reply Form** to us within TWO weeks of this letter.

Your kind cooperation and participation are highly appreciated. Thank you.

Sincerely,

“BERKHIDMAT UNTUK NEGARA”
“LUAR BANDAR SEJAHTERA”

DEAN, FACULTY OF XXXXXXXXXXXX
KOLEJ UNIVERSITI POLY-TECH MARA KUALA LUMPUR

ORGANISATION REPLY FORM

Placement for industrial training is offered to:

Student Name	KUPTM ID No.	Programme Code

Training Date	
Organisation Name and Address	
Registration No.	
Website Address	
Name of Department/ Unit Providing the Training	
Availability of Allowance / Amount	
Name, Position and Signature of Organisation Representative	
Telephone No.	
Facsimile No.	
Email address	
Organisation Stamp and Date	

<p>Industrial Training Coordinator Telephone: 03-92069700 ext: Facsimile: 03-9283 4346 email: xxxx@gapps.kptm.edu.my</p>

REPORT DUTY NOTIFICATION FORM

INSTRUCTION

1. This form is to be completed by the authorised representative of the organisation once student has reported for duty.
2. Please return this form within FIVE (5) working days to the Industrial Training Coordinator via email/ facsimile.
3. One form is to be used for each student under industrial training/practicum.

STUDENT DETAILS

Name			
Programme Code		IC No.	
Hand phone No. & email		ID No.	

Report Duty Date	
Name and Address of Department/ Unit that Student will be Placed for training	
Summary of Training Plan / Job Scope	
Name, Designation, Contact Details and Official Stamp of staff appointed as the Industrial Supervisor	
Name, Designation, Contact Details, Official Stamp and Signature of Authorised Representative at Organisation	
Organisation Stamp	

This is to confirm that the following student has reported for duty in our organisation.

Industrial Training Coordinator
KOLEJ UNIVERSITI POLY-TECH MARA KUALA LUMPUR
 Tel: 03-92069700 ext :
 Facsimile: 03-92834346
 Email: _____@kuptm.edu.my



NON-DISCLOSURE AGREEMENT

Due to your access to confidential information in any organisation, all students enrolled in internships must sign this agreement. “Confidential information” means any information of a secret or confidential nature relating to the internship workplace.

Confidential information may include, but is not limited to, the following: trade secrets, proprietary information, customer information, customer lists, methods, plans, documents, data, drawings, manuals, notebooks, reports, models, inventions, formulas, processes, software, information systems, contracts, negotiations, strategic planning, proposals, business alliances, and training materials.

In connection with being enrolled in an internship, I agree to the following:

I have read and understood the above definition of “confidential information.” I agree that I will not at any time, both during and after my enrolment in an internship, communicate or disclose confidential information to any person, corporation, or entity.

I further recognize and agree that while in an internship, I may become aware of non-public information of a personal nature about employees or associates, including, without limitation, actions, omissions, statements, or personally identifiable medical, family, financial, social, behavioural, or other personal or private information. I will not disclose any information that I learn during internship to any other person or entity, unless required by applicable law or legal process.

(Signature)

(Date)

(Name)

(Programme)

Witnessed by:

(Parents/Guardian Signature)

(Date)

(Name)

INDUSTRIAL TRAINING/ PRACTICUM MARKS REPORT SHEET

Name			
Programme Code		Student ID No.	
Hand phone No.		IC No.	
Academic Supervisor			
Organization Details			

Remarks by Academic Supervisor:
Signature and Stamp:

Site Visit Evaluation	
Industrial Supervisor Evaluation	
Logbook	
Presentation	
Final Report Evaluation	
TOTAL	/100

TEACHING PORTFOLIO

NAME	
KUPTM ID	
SCHOOL NAME	

Please use the following scale:

1 <i>Poor</i>	2 <i>Weak</i>	3 <i>Average</i>	4 <i>Good</i>	5 <i>Excellent</i>
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CRITERIA		REMARKS
1) Organization and Clarity Multiple tools (personal data, school vision and mission, weekly lesson plan, journals and etc.) are used to organize the teaching portfolio. Language is clear and appropriate.	1	
	2	
	3	
	4	
	5	
2) Completeness Teaching portfolio includes all required components.	1	
	2	
	3	
	4	
	5	
3) Lesson Plans Lesson Plans should include these elements: 1) An explanation of learning objectives and goals for the lesson; 2) The sequence of activities to enhance learning per session; 3) Any appropriate supplementary materials (readings, power point pages, assignments, etc.).	1	
	2	
	3	
	4	
	5	

<p>4) Assessment: Teacher presents a diversity of assessment tools in the teaching portfolio. Connections between assessments, student learning goals, and teaching methods are explicit. Assessments reveal a critically reflective and creative approach to the classroom.</p>	1 2 3 4 5	
<p>5) Professional Standard No spelling or grammatical errors; is well-organized; and demonstrates a commitment to quality</p>	1 2 3 4 5	
<p>6) Understands and builds upon developmental levels of students. The evidences show the teacher fosters an educational climate, 90- 100% of the time, where learning opportunities support students' intellectual, social, and personal development. The evidences show considerations for language acquisition, cultural influences on learning, exceptionalities, diversity of student populations, inclusion and equity in classrooms and schools.</p>	1 2 3 4 5	
<p>_____ x 20% = 30</p>		

Academic Supervisor:

Signature & Date:

TEACHING EVALUATION FORM

<p>INSTRUCTION This form is used to evaluate students' performance during class session. It is to be completed by the respective Academic Supervisor/Supervising Teacher/Mentor. This report contributes: 30% x 1 (class observation) of the total marks. (for Academic Supervisor) 40% x 2 (class observations) of the total marks. (for Supervising Teacher)</p>

NAME					
KUPTM ID					
SCHOOL NAME					
Date & Day:			Time:		
Class:			Syllabus:		
Focus:			Theme:		
Topic:					
Mentor/ Academic Supervisor Name:					
For each criteria, please rate the student according to the following scale:					
<i>1 Poor</i>	<i>2 Weak</i>	<i>3 Average</i>	<i>4 Good</i>	<i>5 Excellent</i>	

A. PLANNING	SCALE				
1. Statement of Objectives. Teaching objectives are clearly and specifically stated.	1	2	3	4	5
REMARKS:					
2. Appropriateness of Objectives. Teaching objectives are appropriate to the level and ability of the majority of the students.	1	2	3	4	5
REMARKS:					
3. Selection of teaching content. Teaching content is appropriately adjusted to the objectives, values and abilities to students.	1	2	3	4	5
REMARKS:					

4. Organization of lesson plan. Lesson plan is complete and neat, and is instructed according to the level and sequence of presentation.	1	2	3	4	5
REMARKS:					
TOTAL A:					

B. IMPLEMENTATION	SCALE				
1. Set Induction Students' attention and interest are quickly and effectively directed to the lesson with a well-signalled topic	1	2	3	4	5
REMARKS:					
2. Presentation Lesson is presented in a clear manner and according to the sequence and use of appropriate examples	1	2	3	4	5
REMARKS:					
3. Pace Of Lesson and Time Management Lesson is paced according to the students' level of comprehension ability and sufficient activities for the duration of lesson	1	2	3	4	5
REMARKS:					
4. Command of Subject Matter Teacher exhibits a good command of subject matter	1	2	3	4	5
REMARKS:					
5. Teaching Method and Strategy Teaching method and strategy are varied and suitable to the objective and topic	1	2	3	4	5
REMARKS:					
6. Use of Teaching Aids The teacher makes systematic and effective use of the board or other ICT applications. Teaching aids are suitable to the topic and used effectively to reinforce teaching	1	2	3	4	5
REMARKS:					
7. Speech and Language Teacher exhibits a well-modulated voice; fluent and proficient in the language	1	2	3	4	5
REMARKS:					

8. Class Interaction/Learning Environment Student-teacher interaction is pleasant. Equal attention is given to all students; active students' participation	1	2	3	4	5
REMARKS:					
9. Class Management Class is managed appropriately and efficiently	1	2	3	4	5
REMARKS:					
10. Question Technique Effective question technique; form and style of questioning stimulates students' thinking	1	2	3	4	5
REMARKS:					
11. Method of Evaluation Evaluation method, technique and activity are appropriate to ensure that the objectives are achieved	1	2	3	4	5
REMARKS:					
TOTAL B:					

C. CLOSURE	SCALE				
1. Conclusion of Lesson Teacher concludes the lesson by summarizing and reinforcing facts effectively. Follow-up activities are appropriate and related to the objectives.	1	2	3	4	5
REMARKS:					
2. Achievement of Objective and Inculcation of Moral Values The lesson covers all objectives. Teacher effectively inculcates moral values	1	2	3	4	5
REMARKS:					
3. Overall Effectiveness of Teaching Overall teaching is effectively carried out	1	2	3	4	5
REMARKS:					
TOTAL C:					

D. TEACHER'S CHARACTERISTICS/PERSONALITIES		SCALE				
1. *Teacher Reflection Teacher is able to reflect on strengths and weaknesses of the lesson and is aware of improvements to be made		1	2	3	4	5
	REMARKS:					
2. Teacher Innovativeness Teacher exhibits positive, innovative and creative approach to teaching		1	2	3	4	5
	REMARKS:					
TOTAL D:						

TOTAL OF A + B + C +D	
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() X 30%	
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**Supervisors/Mentors are required to spend some time with the trainee teacher at the end of every observation to reflect on the strengths and weaknesses of his/her teaching*

Name of Mentor/Supervisor

Signature



**TEACHING EVALUATION FORM FOR ACADEMIC SUPERVISOR: 1/2
KINDERGARTEN/CHILDCARE CENTER FOR EARLY CHILDHOOD EDUCATION**

INSTRUCTION

1. This form is used to evaluate students' performance during class session.
2. It is to be completed by the respective Mentor.
3. This report contributes:
 - a. 20% x 1 (class observation) of the total marks. (for Academic Supervisor- Kindergarten)
 - b. 20% x 1 (class observation) of the total marks. (for Academic Supervisor- Childcare Center)

Student's Personal Information

Full Name :

ID Number :

Practicum Center :

.....

Children age : Number of children :

.....

Date of Supervision : Time :

Theme :

Component						MARKS	
1. PLANNING (20%)	SCALE					<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div> <hr style="width: 80%; margin: 0 auto;"/> 20	
	Implementation of activity based on annual or weekly plan	1	2	3	4		5
	The content of lesson is following theme.	1	2	3	4		5
	Teaching and Learning strategies with activity planning.	1	2	3	4		5

Sources of Teaching and Learning	1	2	3	4	5	
2. TEACHING (40%)						<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">40</p>
	SCALE					
Set Induction	1	2	3	4	5	
Teaching Development	1	2	3	4	5	
Intergration of component	1	2	3	4	5	
Communication	1	2	3	4	5	
Management - Classroom - Material	1	2	3	4	5	
Guidance	1	2	3	4	5	
Achievement of Learning Outcomes	1	2	3	4	5	
Closure	1	2	3	4	5	
3. ATTITUDE AND APPEARANCE (20%)						<div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto;"></div> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">20</p>
	SCALE					
Awareness towards students' welfare - Students' safety	1	2	3	4	5	
Confidence and intensity	1	2	3	4	5	
Reflection Practices through Self-Assessment and Portfolio	1	2	3	4	5	
Appearance	1	2	3	4	5	

4. OVERALL MANAGEMENT (20%)	SCALE					<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div> <hr style="width: 80%; margin: 0 auto;"/> 20
	1	2	3	4	5	
During the children arrival/ returning						
Starting the class						
During recess/ break time						
Children progress report/ Children Assessment						
Reflection : <hr/> <hr/> <hr/> <hr/>						<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div> <hr style="width: 80%; margin: 0 auto;"/> 100
Total Marks						
/100 X 20%= _____ %						

Academic Supervisor:

Signature & Date:



TEACHING EVALUATION FORM FOR MENTOR: 1/2 KINDERGARTEN/CHILDCARE CENTER FOR EARLY CHILDHOOD EDUCATION

INSTRUCTION

1. This form is used to evaluate students' performance during class session.
2. It is to be completed by the respective Mentor.
3. This report contributes:
 - a. 20% x 1 (class observation) of the total marks. (for Mentor- Kindergarten)
 - b. 20% x 1 (class observation) of the total marks. (for Mentor- Childcare Center)

STUDENT'S NAME:

PROGRAM:

STUDENT'S ID:

PRACTICUM CENTER:

TEL NO:

NO OF STUDENTS:

AGE:

CRITERIA						MARKS
1. Teacher uses various sources of information to assess children's development (40%)	SCALE					<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto;"></div> <hr style="width: 100px; margin: 10px auto;"/> 40
Children log book	1	2	3	4	5	
Checklist	1	2	3	4	5	
Children assessment samples	1	2	3	4	5	
Observation notes	1	2	3	4	5	
Pictures or recording of audio and video	1	2	3	4	5	
Stories	1	2	3	4	5	

Interviews	1	2	3	4	5	
Brief evaluation of each activity performed	1	2	3	4	5	
2. Students development and learning report are efficient (20%)						
	SCALE					<input type="text"/> <hr/> 20
The report is made periodically, complete and updated	1	2	3	4	5	
Observation records are made based on provided schedule.	1	2	3	4	5	
No bias or discrimination	1	2	3	4	5	
The report is complete	1	2	3	4	5	
3. Summary of students' development and learning progress (20%)						
	SCALE					<input type="text"/> <hr/> 20
Teacher summarizes the assessment twice during practicum	1	2	3	4	5	
Supporting documents provided	1	2	3	4	5	
Identify the weaknesses and strengths of both teaching and learning session	1	2	3	4	5	
Prepare follow- up plan	1	2	3	4	5	
4. Students' development and learning records are shared among teachers (10%)						
	SCALE					<input type="text"/> <hr/> 10
There is continuation of students' development observation record	1	2	3	4	5	
There is information and evidences for action taken based on the observation	1	2	3	4	5	
5. Records of development and learning (shared with parents) (10%)						
	SCALE					

Teacher provides sufficient information by sharing schedules with complete preparation materials at least twice during the practicum	1	2	3	4	5	<div style="text-align: right;"> <input style="width: 60px; height: 30px; margin-bottom: 10px;" type="text"/> <hr style="width: 100px; margin-bottom: 5px;"/> 10 </div>
There is feedback from interactions with parents (including conversations with parents on arrival and return)	1	2	3	4	5	
<p>Reflection:</p> <hr/> <hr/> <hr/> <hr/> <p>TOTAL MARKS</p> <p style="text-align: center;">/100 x 20% =</p>						<div style="text-align: right;"> <input style="width: 60px; height: 30px; margin-bottom: 10px;" type="text"/> <hr style="width: 100px; margin-bottom: 5px;"/> 100 </div>

Mentor:

Signature & Date:

OVERALL JOURNAL EVALUATION FORM

Name:

KUPTM ID:

Blog address:

Please use the following scale:

CRITERIA REMARKS

1 Poor 2 Weak 3 Average 4 Good 5 Excellent

CRITERIA		REMARKS
1. Restating of Experience Teacher manages to explain in details about each experience encountered	1	
	2	
	3	
	4	
	5	
2. Reflections/ Personal Response Teacher gives well-responses and reflections. Teacher too provides excellent use of examples	1	
	2	
	3	
	4	
	5	
3. Development of idea Teacher shows excellent use of examples and details to explore and develop ideas and opinions	1	
	2	
	3	
	4	
	5	
4. Organization Teacher organizes the content in a correct order. Contains introduction, development of main idea (or ideas), and conclusion	1	
	2	
	3	
	4	
	5	

<p>5. Effort and Mechanics Teacher portrays detailed effort on writing with neat and legible writing, flawless spelling and punctuation.</p>	<p>1 2 3 4 5</p>	
<p>/25 X 10% =</p>		

Academic Supervisor:

Signature & Date:

LESSON PLAN EVALUATION FORM

NAME:

PROGRAM:

ID:

CRITERIA		REMARKS
<p>1. Content standard and learning standard</p> <p>Both content standard and learning standard were prepared according to KSPK.</p>	<p>1 2 3 4 5</p>	
<p>2. Objectives</p> <p>Lesson objectives are clear & measurable; learning progression is evidenced.</p>	<p>1 2 3 4 5</p>	
<p>3. List of materials & use of technology</p> <p>Detailed list of materials/technology is provided for both teacher and students.</p>	<p>1 2 3 4 5</p>	
<p>4. Set Induction</p> <p>Introduces the lesson by sharing purpose, relevance, and eliciting schema in student friendly language; fully states what the teacher will say.</p>	<p>1 2 3 4 5</p>	
<p>5. Class Activity</p>	<p>1</p>	

Activity is appropriate with students' proficiency and level.	2 3 4 5	
6. Class Exercise Assessment provided for the lesson and it shows clear relationship to the objective(s) addressed in the lesson	1 2 3 4 5	
7. Closure Students review the lesson by summarizing and/or sharing what they learned; teacher revisits the purpose for the lesson	1 2 3 4 5	
8. Professional Writing Professional attention to formal writing is evidenced by clarity in writing as well as absence of spelling, usage, and grammatical errors	1 2 3 4 5	
/40 X 10%=		

Mentor/ Academic Supervisor:

Signature & Date:

LOGBOOK EVALUATION FORM

INSTRUCTION			
<ol style="list-style-type: none"> 1. This form is to be completed during the final week of industrial training. 2. The appointed academic supervisor is eligible to evaluate the student using this form. 3. One form is to be used for each student under supervision. 			
STUDENT'S DETAILS			
Name			
Programme Code		IC NO.	
Phone Number			
Company's Address			
Company's Phone Number			

No	Criteria	Score
1.	Summary of the weekly report	
2.	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	
3.	Organization of the logbook	
4.	Adequacy of content	
5.	Relevance of content to the course	
6.	Completion of tasks assigned	
7.	Ability to identify issues/problems	
8.	Ability to provide solutions	
9.	Signatures of the industrial supervisor for verification purposes	
10.	Overall Logbook Record	
TOTAL MARKS		/ 100

Logbook Evaluation Rubrics

No	Criteria	Assessment					Marks awarded
		1-2	3-4	4-6	7-8	9-10	
1.	Summary of the weekly report	Poorly stated	Significantly missing content	Complete content Mostly repetition in activities	Complete content Significantly repetition in activities	Complete content Different activities Clearly stated	
2.	Format (Summary of the weekly report, date, time, week, activity title, supervisor, department)	Not completed	Poorly complete the requirements	Fairly complete the requirements	Significantly complete the requirements	Complete all the requirement Neat	
3.	Organization of the logbook	Unorganized	Missing daily activities record	Moderately organized. Minimal daily activities recorded	Organized Most activities are recorded	Well organized. All daily activities recorded very well	
4.	Adequacy of content	No illustration on activities	Details is missing or insufficiently illustrates what activities were logged, observed	Moderate amount of details are stated	An appropriate amount of detail is used to explain the activities logged, observed	The information is exceptionally detail, providing in depth look into the project	
5.	Relevance of content to the course	No appropriateness and relevance of reference	Missing some references & irrelevancy of reference	Sufficient appropriateness and relevancy of reference	Appropriate & relevant of reference	Excellent appropriateness and relevance of reference	
6.	Completion of tasks assigned	Not completed at all	Mostly not completed	Moderately completed	Mostly completed	Perfectly completed	
7.	Ability to identify issues/problems	Fails to identify issues/problems arise		Moderately aware of the issues/problems		Aware of the issues/problems cause & effect	
8.	Ability to provide solutions	No solution propose	Slightly proposed solutions but not appropriate suggestion	Slightly proposed relevant solutions	Able to proposed relevant solution	Good & workable solutions proposed	
9.	Signatures of the industrial supervisor for verification purposes	No verification at all	Verified 1 to 5 times	Verified 4 to 6 times	Verified every week	Verified every day	
10.	Overall Logbook Record	Very Poor	Poor	Fair	Good	Excellent	



