

INDUSTRIAL TRAINING REPORT EVALUATION FORM

Student's Name : _____

Matrix No : _____ Program: Diploma in Hotel Management

Date of Internship : _____

Organization : _____

NO.	Course/ Program Outcome	EVALUATION CRITERIA	Lemah <i>Poor</i> [1 markah]	Kurang Memuaskan <i>Unsatisfactory</i> [2 markah]	Memuaskan <i>Average</i> [3 markah]	Baik <i>Good</i> [4 markah]	Cemerlang <i>Excellent</i> [5 markah]
1.	(CO4: PO7)	<ul style="list-style-type: none"> FORMAT & STRUCTURE APPENDICES REFERENCING MECHANICS 	<p>Untidy, no professionalism, does not follow format guideline, no referencing, improper compilation of appendices.</p> <p>Original piece of work, plenty of grammar, spelling and sentence structure mistakes</p>	<p>Untidy, lack professionalism, follows some format guideline, improper referencing, improper compilation of appendices</p> <p>Original piece of work, many grammar, spelling and sentence structure mistakes</p>	<p>Tidy, clean, professional, follows most format guideline, referencing, compilation of appendices</p> <p>Original piece of work, few grammar, spelling and sentence structure mistakes</p>	<p>Professionalism, tidy, clean follows format guideline exactly, proper referencing, proper compilation of appendices</p> <p>Original piece of work, good quality grammar, spelling and sentence structure, edited</p>	<p>Outstanding professionalism, tidiness, clean, follows format guideline exactly, proper referencing, proper compilation of appendices</p> <p>Original piece of work, excellent grammar, spelling and sentence structure, well edited</p>
2.	(CO1: PO1)	<p>REPORT CONTENTS (1)</p> <ul style="list-style-type: none"> INTRODUCTION 	<p>Lacking description of the organization with of the organization chart, training schedule and department's objectives</p>	<p>Minimal description of the organization with of the organization chart, training schedule and department's objectives</p>	<p>Description of the organization with of the organization chart, training schedule and department's objectives</p>	<p>Description of the organization with details of the organization chart, training schedule and department's objectives</p>	<p>Description of the organization with details of the organization chart, training schedule and department's objectives</p>
3	(CO4: PO4)	<p>REPORT CONTENTS (2)</p> <ul style="list-style-type: none"> UNDERSTANDING OF WORK PROCEDURES 	<p>Report does not explicate student's understanding of work procedures and system/work flow</p>	<p>Lack explication of student's understanding of work procedures and system/work flow</p>	<p>Report explicate some student's understanding of work procedures and system/work flow</p>	<p>Report explicate student's understanding of work procedures and system/work flow</p>	<p>Report explicate student's deep understanding of work procedures and system/work flow</p>

4	(CO1: PO5)	REPORT CONTENT(3) <ul style="list-style-type: none"> • DEPARTMENTAL DAILY ROUTINE 					
			Deficient description of routine, student's function, customer relation and work performed in each department.	Fair description of routine student's function, customer relation and work performed in each department.	Adequate description of routine student's function, customer relation and work performed in each department.	Detailed description of routine student's function, customer relation and work performed in each department.	Outstanding writing skills. Detailed description of routine student's function, customer relation and work performed in each department.
5	(CO1: PO2)	REPORT CONTENT(3) <ul style="list-style-type: none"> • APPLICATION OF THEORY 					
			Report barely illustrate student's interpretation and application of theory and principles to work	Report illustrate little of student's interpretation and application of theory and principles to work	Report illustrate some of student's interpretation and application of theory and principles to work	Report illustrates student's interpretation and application of theory and principles to work	Report illustrates student's interpretation and application of theory and principles to work
6	(CO4: PO3)	CONCLUSION <ul style="list-style-type: none"> • REFLECTION • COMMENTS ON WORK RELATIONS • PRBLEMS AND RECOMMENDATION 					
			Ineffective conclusion, Insincere and fictitious comments on work relations and benefits gained. Unconvincing recommendations	Inadequate conclusion, weak comments on work relations and benefits gained. Provide inferior recommendations	Conclusion is mediocre, reasonable comments on work relations and benefits gained. Provide average recommendations,	Conclusion reflects student's grasp of industrial attachment's objectives. Benefits gained. Reasonable comments on work relations. Provide viable recommendations	Conclusion reflects student's grasp of industrial attachment's objectives. Benefits gained. Logical and sensible comments on work relations. Provide realistic, convincing and viable recommendations
		TOTAL (30 MARKS)					

Evaluator's Signature :

Evaluator's Name :

Date :