

PBS3088/F004/01



KOLEJ POLY-TECH MARA

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KUANTAN**

**KM8 Jalan Gambang, 25150 Kuantan, Pahang
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INDUSTRIAL SUPERVISOR REPORT FORM

(To be completed by Industrial Supervisor)

Student's I.D. No. : _____

Student's Name : _____

Name of organization : _____

Address of organization : _____

Scope of work (job specification)

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

1	2	3	4	5
Poor (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 organization of work (Log Book)

- | | |
|---|-----------|
| i. Ability in planning and organizing assigned task | 1 2 3 4 5 |
| ii. Time management | 1 2 3 4 5 |
| iii. Problem solving skills | 1 2 3 4 5 |
| iv. Ability to apply theoretical knowledge to the practical tasks | 1 2 3 4 5 |

(C) Leadership

- | | |
|--|-----------|
| 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 |
| v. Proactive and innovative | 1 2 3 4 5 |

(D) Communication Skill

i. Rapport-ability to develop good relationship with others 1 2 3 4 5

ii. Ability to communicate effectively 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

_____ / 20%

Comments:

Suggestions:

(Name and Signature of Supervisor)

Organization's Stamp:

Rubric for Industrial Supervisor

RUBRIC FOR ASSESSMENT OF STUDENT PERFORMANCE BY INDUSTRIAL SUPERVISOR - 20%

CRITERIA	POOR (1)	BELOW AVERAGE (2)	AVERAGE (3)	GOOD (4)	EXCELLENT (5)	MARKS
KNOWLEDGE & THE SKILL OF THE FIELDS	Lack of understanding of basic knowledge.	Very limited or lacking spectrum of knowledge.	Very basic knowledge base.	Fair to good amount of knowledge in field of study.	Outstanding showcase of knowledge with extensive variety of resources.	
PLANNING AND ORGANIZATION OF WORK (LOG BOOK)	Incomplete; Irrelevant content	No apparent order; Confusing	Report is in order, but the sequence is difficult to follow.	Reasonably well.	In order.	

LEADERSHIP	Not participate in any meetings and very poor attendance.	Has poor attendance, consistently tardy, and rarely participates.	Demonstrates average attendance, occasionally arrives late, and minimally participates.	Demonstrates adequate attendance, arrives on time, and adequate participation.	Demonstrates perfect attendance, always on time or early, and exceptional participation.	
COMMUNICATION SKILLS	<p>Very poor oral and written skills;</p> <p>Very poor organization of presentation with unclear main points and conclusions</p>	<p>Poor oral and written skills;</p> <p>Poor organization of presentations with unclear main points and conclusions.</p>	<p>Somewhat developed oral and written skills;</p> <p>Presentation reasonably organized but not always effective.</p>	<p>Good oral and written skills;</p> <p>Well organized presentation.</p>	<p>Excellent oral and written skills;</p> <p>Excellent presentations and written documents;</p> <p>Excellent and creative slides.</p>	
PERSONALITY	Very poor attire and not professional grooming.	Does not wear proper attire or fails to display professional grooming in accordance with organizations dress codes and policies.	Seldom wears proper attire or seldom displays professional grooming in accordance with organizations dress codes and policies	Wears proper attire and displays professional grooming in accordance with organizations dress codes and policies .	Always wears proper attire and displays professional grooming in accordance with organizations dress codes and policies.	

DISCIPLINE	Student attendance is below 80%; Serious problem with lateness's.	Student attendance is above 80%; Problem with lateness's.	Student attendance is above 90%; Rarely late.	Student attendance is above 95%; Rarely late.	Student attendance is 100%; Never to rarely late.	
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