



PBS3088/F003/01

**KOLEJ POLY-TECH MARA KUANTAN**  
**KM8 Jalan Gambang, 25150 Kuantan, Pahang**  
**Tel: 09-5366701 Fax: 09-5366515**

---

**INDUSTRIAL TRAINING**

**SITE VISIT REPORT**

Site Visit Supervisor's Name: \_\_\_\_\_

Visit Date : \_\_\_\_\_

Organization Name : \_\_\_\_\_

Organization Address : \_\_\_\_\_

\_\_\_\_\_

**Please mark ( ✓ ) if appropriate:**

Meet student	(    )	Name of Student :
Meet supervisor	(    )	Name of Industrial Supervisor :
Meet other staff at the organization	(    )	Name of staff : Designation :
Organization official stamp	(    )	

**Presentation/Demonstration/Conversation with student based on the task given.**

Please evaluate according to the given scale shown below: (Circle)

1	2	3	4	5
Poor	Weak	Satisfactory	Good	Excellent

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	Oral 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	Adaptability	1	2	3	4	5
6	Social relation	1	2	3	4	5
	Total marks :	_____ / 100				

Site Visit Supervisor Comments:

---

---

---

---

---

---

(Name and Signature of Site Visit Supervisor)

Date: \_\_\_\_\_

Please submit the completed form to the address below immediately after the site visit:

**INDUSTRIAL TRAINING UNIT (AB101)  
KOLEJ POLY-TECH MARA KUANTAN  
KM 8, JALAN GAMBANG  
25150 KUANTAN  
PAHANG DARUL MAKMUR**

**Tel : 09-536 6701  
Fax : 09-536 6515**

## RUBRICS FOR ACADEMIC SUPERVISOR – SITE VISIT (20%)

<b>DISCIPLINE</b>	<p>Student attendance is below 80%;</p> <p>Serious problem with lateness's.</p> <p>Very poor attire and not professional grooming.</p>	<p>Student attendance is above 80%;</p> <p>Problem with lateness's.</p> <p>Does not wear proper attire or fails to display professional grooming.</p>	<p>Student attendance is above 90%;</p> <p>Rarely late.</p> <p>Seldom wears proper attire or seldom displays professional grooming.</p>	<p>Student attendance is above 95%;</p> <p>Rarely late.</p> <p>Wears proper attire and displays professional grooming.</p>	<p>Student attendance is 100%;</p> <p>Never to rarely late.</p> <p>Always wears proper attire and displays professional grooming.</p>	
<b>ABILITIES</b>	<p>Never contribute ideas and perform tasks</p>	<p>Rarely contribute ideas and perform tasks</p>	<p>Occasionally contribute ideas and perform tasks</p>	<p>Usually contribute ideas, perform tasks, tolerant and fair decision</p>	<p>Routinely contribute constructive ideas, perform all tasks, high tolerance and outstanding decision</p>	
<b>SKILLS</b>	<p>No participation, do not show interest to communicate</p> <p>Student does not demonstrates the subject knowledge</p>	<p>Little participation, do not show interest to communicate</p> <p>Student demonstrates some grasp of the subject knowledge</p>	<p>Moderate participation, show little interest to communicate</p> <p>Student demonstrates moderate level of the subject knowledge</p>	<p>Participate, show interest to communicate</p> <p>Student demonstrates sufficient level of the subject knowledge</p>	<p>Actively participate , always communicate</p> <p>Student demonstrates sound subject knowledge</p>	