



BORANG PENILAIAN LAPORAN LATIHAN INDUSTRI
Industrial Training Report Evaluation Form

NAMA : _____
Student Name

NO. KAD PENGENALAN : _____
NRIC No.

TAHUN/PROGRAM : _____
Year/Programme

FAKULTI : _____
Faculty

PERKARA
Item

MARKAH
Score

1. Pendahuluan (Introduction)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Pengenalan kepada Latihan Industri (*Introduction to Industrial Training*)
- Objektif Latihan Industri (*Objectives of Industrial Training*)
- Skop Latihan Industri (*Industrial Training Scopes*)
- Ringkasan Laporan Latihan Industri (*Industrial Training Summary Report*)

2. Latar belakang Organisasi (Organization Background)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Profil organisasi (*Organization profile*)
- Struktur organisasi (*Organization structure*)
- Maklumat jabatan/unit di mana Latihan Industri dijalankan (*Information of the division/unit in which the industrial training takes place*)
- Carta alir proses kerja organisasi (*Flowchart of the organization's work process*)

3. Maklumat Latihan Industri secara menyeluruh (Overall Information of the Industrial Training)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Huraian latihan yang telah dijalankan secara umum (*Elaboration on the publicly conducted training*)
- Pengalaman yang diperolehi (*Acquired experience*)



BORANG PENILAIAN LAPORAN LATIHAN INDUSTRI
Industrial Training Report Evaluation Form

4. Maklumat Projek/latihan secara spesifik (Specific Details on Projects/Training)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 8	9 - 16	17 - 24	23 - 32	33 - 40

/ 40

- Objektif projek/latihan dinyatakan dengan jelas
(Objectives of project/training clearly stated)
- Pelaksanaan projek/latihan yang berkaitan
(Execution of the related project/training)
- Hasil projek/latihan yang berkaitan
(Result of the related project/training)
- Kebolehan menganalisis, menyelesaikan masalah, dan menghubungkan kait maklumat, prosedur serta relevan projek tersebut dengan pengajian yang diikuti
(Ability in analysing, problem-solving and inter-relating the information, procedure as well as the relevance of that particular project with the study)

5. Kesimpulan (Conclusion)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Kesimpulan laporan *(Report conclusion)*
- Masalah dan cadangan *(Problem and suggestion)*
- Rujukan *(Reference)*

6. Kemahiran penulisan (Writing Skills)

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Susunan, struktur ayat dan gaya bahasa
(Arrangement, sentence structure and language style)
- Gambarajah, jadual, carta dsbnya. yang sesuai dan jelas
(Suitable and clear diagram, table, chart, etc.)

7. Format laporan (rujuk kepada Panduan Penulisan Tesis UTM)
(Report Format (refer to the UTM's Thesis Writing Guideline))

Very Poor	Unsatisfactory	Satisfactory	Good	Excellent
1 - 2	3 - 4	5 - 6	7 - 8	9 - 10

/ 10

- Susunan dan kandungan laporan *(Arrangement and content of the report)*
- Saiz dan format *(Size and format)*
- Format rujukan *(Reference format)*

**Jumlah
(Total)**

/100

