

FAKULTI PENGURUSAN TEKNOLOGI DAN PERNIAGAAN
UNIVERSITI TUN HUSSEIN ONN MALAYSIA
86400 PARIT RAJA, BATU PAHAT, JOHOR.

LAPORAN PRESTASI PELAJAR SEMASA MENJALANI LATIHAN INDUSTRI
STUDENT'S EVALUATION REPORT DURING THE INDUSTRIAL TRAINING

(Maklumat di mukasurat ini diisi oleh pelajar dan diserahkan kepada Penyelia Industri)
(Information on this page is to be completed by the student and hand over to the Industrial Supervisor)

Catatan untuk Penyelia Industri
Note for Industrial Supervisor

Sila kembalikan laporan ini sebaik sahaja pelajar tamat menjalani latihan industri dengan menghantar ke alamat yang disertakan atau faks ke 07-453 3833

Please send this report as soon as the industrial training is completed to stated address or fax to 07-453 3833

A. BUTIR-BUTIR PELAJAR (Diisi oleh pelajar)
STUDENT'S DETAILS (To be filled by student)

Nama Pelajar :
Student Name

No. Matrik : Semester/Sesi : /
Matric No. Semester/Session

Kursus :
Course

Nama & Alamat Syarikat/ :
Organisasi :
Name & Address of Company/Organization

Tempoh Latihan :
Training Duration

Bahagian B dan C hendaklah diisi oleh Penyelia Industri
Section B and C to be filled by the Industrial Supervisor

B. PENILAIAN BUKU LOG/ LOGBOOK ASSESSMENT (20 Markah/20 Marks)

Arahan kepada Penyelia Industri / Instruction to Industrial Supervisor

- Nyatakan markah yang bersesuaian / *Specify the appropriate marks.*
- Tandakan [O] di kotak yang berkenaan / *Please tick [O] in the appropriate box.*

- | | |
|--|---------------------------------|
| 1. Tidak memuaskan / <i>Poor</i> | 4. Baik / <i>Good</i> |
| 2. Kurang memuaskan / <i>Below Average</i> | 5. Cemerlang / <i>Excellent</i> |
| 3. Memuaskan / <i>Average</i> | |

Penilaian kepada Buku Log Latihan Industri adalah berdasarkan:-
Assessment of the Industrial Training Log Book is based:-

BIL · NO.	PENGISIAN BUKU LOG <i>Log Book Content</i>	MARKAH <i>Marks</i>
1	Laporan Harian/Mingguan <i>Daily / Weekly Report</i>	
	a) Penerangan tentang tugas yang diberikan/ <i>Assigned task description</i>	(5 markah/ marks)
	b) Kaedah penyelesaian masalah/ <i>Methods for solving the problem</i>	
2	Perbincangan dan Pembelajaran/ <i>Discussion and Learning</i>	
	a) Hasil perbincangan bersama penyelia / <i>Discussion result with supervisor</i>	(5 markah/ marks)
	b) Hasil pembelajaran/ <i>Learning outcome</i>	
3	Penulisan dan tatabahasa/ <i>Grammar and writing</i>	(5 markah/ marks)
4	Pengesahan harian/mingguan oleh Penyelia/ Kekemasan Laporan <i>Daily / weekly confirmation by Supervisor/ Report neatness</i>	(5 markah/ marks)
*Jumlah markah/ Total marks <i>(20 markah/marks)</i>		

CADANGAN PENAMBAHBAIKAN / SUGGESTIONS FOR IMPROVEMENT

Cadangan penambahbaikan kepada program yang sesuai dengan kehendak industri.
Proposed improvements to the program in accordance with industry requirements.

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C. PENILAIAN PRESTASI PELAJAR / STUDENT'S PERFORMANCE ASSESSMENT (30 Markah/30Marks)
Arahan kepada Penyelia Industri / Instruction to Industrial Supervisor

- Tandakan [O] di kotak yang berkenaan / Please tick [O] in the appropriate box.

- | | | | |
|----|---|----|------------------------------|
| 1. | Tidak memuaskan / <i>Poor</i> | 4. | Baik / <i>Good</i> |
| 2. | Kurang memuaskan / <i>Below Average</i> | 5. | Cemerlang / <i>Excellent</i> |
| 3. | Memuaskan / <i>Average</i> | | |

Num	Penunjuk/ Indicator	Markah/marks										
1	PERSONALITI / PERSONALITY (5 markah/marks) a. (Keperibadian - kesopanan, sikap, pertuturan, gaya, dsb) (Pakaian - bersih, kemas dan sesuai) (Penampilan diri - (ceria, bermotivasi dan positif) <i>(Behaviour - politeness, attitude, conversation, style etc.) (Attire - clean, neat and proper) (Appearance - cheerful, motivated and positive)</i>	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5					
1	2	3	4	5								
2	KEMAHIRAN BERKOMUNIKASI / COMMUNICATION SKILL (5 markah/marks) a. Pertuturan - (jelas, keyakinan dan teratur) & Kebolehan berinteraksi, memahami arahan serta mencadangkan idea baru <i>Conversation - (clear, confident and systematic) & Ability to interact, understand directives and propose new ideas</i>	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5					
1	2	3	4	5								
3	SIKAP / ATTITUDE (10 markah/marks) a. Sentiasa menepati masa & Sanggup menerima tanggungjawab <i>Punctuality & Willingness to take responsibility</i> b. Boleh menyesuaikan diri & Boleh bekerjasama dengan semua peringkat <i>Able to adapt & Able to cooperate with all levels</i>	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5
1	2	3	4	5								
1	2	3	4	5								
4	PENGETAHUAN / KNOWLEDGE (10 markah/marks) a. Perkara am - (pengetahuan mengenai organisasi) <i>General - (Organization background)</i> b. Teknikal - (kebolehan menguasai pengetahuan dan kemahiran baru) <i>Technical - (Ability to grasp new knowledge and skills)</i>	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	1	2	3	4	5
1	2	3	4	5								
1	2	3	4	5								
*Jumlah markah/Total marks (30 Markah)												

KOMEN KESELURUHAN PRESTASI PELAJAR / OVERALL COMMENT STUDENT'S PERFORMANCE:

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Nama / Name :

Tandatangan / Signature :

Jawatan & Cop Rasmi/
Designation & Official Stamp:

Tarikh / Date :