

### Assessment Criteria and Marks Allocation for the Industrial Training Final Report:

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

Score: \_\_\_\_\_ marks

Student ID: \_\_\_\_\_

\_\_\_\_\_ %

No.	Assessment Criteria	Marks (With site visit)	%	Marks (Without site visit)	%
1	Introduction and organizational structure <ul style="list-style-type: none"> <li>• Background of the company</li> <li>• Organization chart</li> <li>• Vision and mission</li> </ul>	/15	3	/14	5
2	Detail description of assigned activities and tasks <ul style="list-style-type: none"> <li>• Experience and skills learned during the industrial training</li> </ul>	/40	8	/44	15
3	Analysis, findings and discussion on the usefulness of the industrial training <ul style="list-style-type: none"> <li>• Implication of knowledge and skills gained from the industrial training</li> </ul>	/15	3	/14	5
4	Recommendations and conclusion <ul style="list-style-type: none"> <li>• Student's future development needs</li> <li>• Suggestions to improve the industrial training programme</li> </ul>	/15	3	/14	5
5	Self-reflection <ul style="list-style-type: none"> <li>• Relevancy of the exposure and work to the field of study</li> </ul>	/15	3	/14	5
	<b>TOTAL</b>	<b>/100</b>	<b>20</b>	<b>/100</b>	<b>35</b>

Signature of Academic Supervisor:

Date:

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