



**UNIVERSITI TEKNOLOGI MARA  
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**

**BACHELOR OF CORPORATE ADMINISTRATION (HONS) / BACHELOR OF ENVIRONMENTAL  
ADMINISTRATION (HONS) / BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)  
(AM225/ AM226/ AM228)**

**ASSESSMENT RUBRIC FOR PRACTICAL TRAINING  
(RUBRIK PENILAIAN LATIHAN PRAKTIK)  
(ADM665/ADS667)**

**HOST ORGANISATION SUPERVISOR EVALUATION FORM  
(BORANG PENILAIAN PENYELIA HOS ORGANISASI)**

**NAME (NAMA)**

**STUDENT'S ID**

**(ID PELAJAR)**

**IC NUMBER**

**(NO KAD PENGENALAN)**

**PROGRAMME CODE**

**(KOD PROGRAM)**

**AM225 / AM226 / AM228**

**ALLOWANCE**

**(ELAUN)**

**YES /NO, IF YES RM.....**

**(YA/ TIDAK, JIKA YA RM.....)**

**NAME OF**

**ORGANISATION**

**ADDRESS**

**NAME OF SUPERVISOR**

**POSITION**

**OFFICIAL STAMP**

**DATE**

Dear host supervisor,

This is an evaluation form for trainee who is undergoing the practical training program at your organization. Kindly to inform that this assessment aims to measure trainee's practical skills and, ethics and professionalism skills. Specific criteria for each skill are listed in the form. Rate trainee's ability using scale 1 (unsatisfactory) to 5 (excellence) based on their performance as intern in your organization. Please complete this form at the final week of the practical training program. Please be reminded that this evaluation should be handled with a high degree of **CONFIDENTIALITY** as stipulated in *Polisi Pentaksiran & Penilaian Akademik UiTM (2021)*.

Thank you.

Practical Training Coordinator  
FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES  
UNIVERSITY TEKNOLOGI MARA

*Penyelia Hos Organisasi yang dihormati,*

*Ini adalah borang penilaian untuk menilai pelatih yang sedang mengikuti latihan praktik di organisasi anda. Penilaian ini bertujuan untuk menilai kemahiran praktikal serta kemahiran etika dan profesionalisme pelatih. Kriteria khusus berkaitan setiap kemahiran adalah seperti yang disenaraikan di dalam borang penilaian. Nilai kemahiran pelatih menggunakan skala 1 (tidak memuaskan) hingga 5 (cemerlang) berdasarkan pencapaian mereka. Borang penilaian ini perlulah dilengkapkan pada minggu akhir latihan praktik. Adalah diingatkan bahawa penilaian ini harus dilaksanakan dengan penuh **KERAHSIAAN** seperti yang disebut didalam Polisi Pentaksiran & Penilaian Akademik UiTM (2021).*

*Terima kasih.*

*Koordinator Latihan Praktik*  
FAKULTI SAINS PENTADBIRAN & PENGAJIAN POLISI  
UNIVERSITI TEKNOLOGI MARA

## 1. HOST ORGANISATION SUPERVISOR EVALUATION (60%)

Instruction: Please tick (/) the appropriate evaluation scale of each criterion

Arahan: Sila tandakan (/) skala penilaian yang sesuai untuk setiap kriteria

<b>PART A: PLO 3 - PRACTICAL SKILLS (50 marks)</b>					
<i>Perform administrative and management skills during the training period in the organisation</i>					
<b>Criteria</b>	<b>Scale from 1 (unsatisfactory) – 5 (excellent)</b>				
<b>1. Knowledge</b> <i>Ability to demonstrate both conceptual and technical knowledge relate to work/ activities assigned.</i>	1	2	3	4	5
<b>2. Planning</b> <i>Ability to think about organizing multitasks and prioritize responsibilities to manage activities to achieve specific goals</i>	1	2	3	4	5
<b>3. Decision- Making</b> <i>Ability to make decisions based on the information available.</i>	1	2	3	4	5
<b>4. Leadership</b> <i>Ability to take responsibilities and provide accountability while working with teams.</i>	1	2	3	4	5
<b>5. Communication</b> <i>Ability to write and speak professionally, able to communicate effectively with a wide range of stakeholders</i>	1	2	3	4	5
<b>6. Collaboration</b> <i>Ability to deal and relate well with different people in working communities and other groups.</i>	1	2	3	4	5
<b>7. Problem-Solving</b> <i>Ability to analyze and evaluate a situation or issue and form a judgment to propose step-by-step solutions.</i>	1	2	3	4	5
<b>8. Digital Literacy</b> <i>Ability to use information/digital technologies and appropriate software to execute work/ activities assigned.</i>	1	2	3	4	5
<b>9. Creativity</b> <i>Ability to generate or recognize ideas, alternatives, or possibilities that may be useful in solving problems.</i>	1	2	3	4	5
<b>10. Competency</b>	1	2	3	4	5

<i>Ability to work effectively and successfully to perform job functions.</i>					
<b>PART B: PLO 11- VALUES, ATTITUDES &amp; PROFESSIONALISM (50 marks)</b> <i>Display good attitudes and professionalism as an intern in the organisation</i>					
<b>1. Responsibility</b> <i>Ability to complete all tasks assigned, is reliable in completing the task and accountable for mistake done.</i>	1	2	3	4	5
<b>2. Commitment &amp; Dedication</b> <i>Ability to follow through with what they agree to do and willing to put in the extra hours to complete the works/activities assigned.</i>	1	2	3	4	5
<b>3. Teamwork &amp; Cooperation</b> <i>Ability to foster good relationships and work together effectively with other</i>	1	2	3	4	5
<b>4. Willingness to Learn</b> <i>Ability to portray a desire to gain knowledge and develop skills to improve work performance.</i>	1	2	3	4	5
<b>5. Positive Attitude</b> <i>Ability to think and act in positive way.</i>	1	2	3	4	5
<b>6. Time Management</b> <i>Ability to prioritize responsibilities, respect time, and meet project deadlines without constant reminders.</i>	1	2	3	4	5
<b>7. Adaptability</b> <i>Ability to work without direct supervision – and making decisions without the help of others – to complete the works/activities assigned.</i>	1	2	3	4	5
<b>8. Integrity</b> <i>Ability to respect organization’s values system and demonstrate strong adherence to moral and ethical principles.</i>	1	2	3	4	5
<b>9. Self-Confidence</b> <i>Ability to speak concisely and with clarity with others in performing job functions.</i>	1	2	3	4	5
<b>10. Work Quality</b> <i>Ability to produce good work quality in addressing the need of the tasks.</i>	1	2	3	4	5

- i. Please provide comments/suggestions on aspects that is needed by the faculty to improve the practical training program.  
*Sila berikan ulasan atau cadangan terhadap aspek yang perlu ditambahbaik oleh fakulti dalam program latihan industri ini.*