



**UNIVERSITI TEKNOLOGI MARA
FAKULTI SAINS PENTADBIRAN & PENGAJIAN POLISI**

**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)**

**SUPERVISOR EVALUATION FORM
(BORANG PENILAIAN PENYELIA)**

NAME (NAMA)

**STUDENT'S ID
(ID PELAJAR)**

**IC NUMBER
(NO KAD**

PENGENALAN)

**PROGRAMME CODE
(KOD PROGRAM)**

AM225 / AM226 / AM228

**NAME OF
SUPERVISOR**

DATE

2. PENILAIAN PENYELIA DI FAKULTI

PRACTICAL TRAINING REPORT					
Interpersonal Skill (PLO3 / PLO4)					
<i>Demonstrate networking and cooperation with organisational community during practical training.</i>					
Criteria	Scale from 1 (unsatisfactory) – 5 (excellent)				
1. Relationship Management <i>Ability to describe how the relationship with teams and organization is established and managed.</i>	1	2	3	4	5
2. Responsibility <i>Ability to illustrate self-responsibility at the workplace by demonstrating work routine activities during the internship.</i>	1	2	3	4	5
3. Collaboration and Cooperation <i>Ability to highlight individual ability to collaborate and cooperate with others in completing assigned tasks.</i>	1	2	3	4	5
4. Contribution <i>Ability to write important contribution to the organization.</i>	1	2	3	4	5
5. Communication <i>Ability to articulate issues and present solutions.</i>	1	2	3	4	5
LOGBOOK					
Personal Skill (PLO7/ PLO9)					
<i>Demonstrate information management skills in reporting work related daily activities during the training period in the organisation</i>					
1. Self-Commitment <i>Ability to portray self-commitment in reporting training activities received.</i>	1	2	3	4	5
2. Independent Learning <i>Ability to demonstrate self-organizing skill throughout the internship period.</i>	1	2	3	4	5
3. Creativity <i>Ability to organize ideas and make sense of information for effective communication.</i>	1	2	3	4	5
4. Intellectual & Self Development <i>Ability to reflect how trainings received improve intellectual and self-development.</i>	1	2	3	4	5
5. Professionalism <i>Ability to maintain professionalism in reporting training activities during the internship.</i>	1	2	3	4	5