



**FAKULTI TEKNOLOGI DAN KEJURUTERAAN
ELEKTRONIK DAN KOMPUTER
UNIVERSITI TEKNIKAL MALAYSIA MELAKA**

LOGBOOK – INDUSTRIAL SUPERVISOR (40%)

(To be filled by employer/ organization's supervisor and submitted during trainee's final week of industrial training)

Please fill in the marks in each section and submit through e-mail to the Faculty Supervisor in charge.

STUDENT DETAILS

Intern's Name			
Matric Number		Program	
Company's Name			
Department			
Industry Supervisor's Name			
Industry Supervisor's Phone Number			
Industry Supervisor's Email			

EVALUATION (CLO1, PLO1)

1. Method of Delivery

Daily task/routine is delivered with clear and focus, relevant and with appropriate method and supporting documents. <i>Kerja-kerja/ tugas harian yang dilaksanakan dinyatakan dengan jelas, bersesuaian dan beserta kaedah dan dokumen sokongan.</i>	3
Daily task/routine is delivered with clear focus and relevant. However, method and supporting documents are inadequate. <i>Kerja-kerja/ tugas harian yang dilaksanakan dinyatakan dengan jelas namun kaedah dan dokumen sokongan yang digunakan tidak dinyatakan dengan mencukupi.</i>	2
The delivery is weak in term of contents, method, and quality. <i>Penyampaian kerja-kerja atau tugas harian yang lemah berkaitan kandungan, kaedah dan kualiti pendekatan yang digunakan.</i>	1
Not capable of delivering daily task/routine clearly. <i>Tidak menyatakan kerja-kerja/tugas harian dengan jelas, tersusun, dan lancar.</i>	0

2. Technical Knowledge

Excellent in demonstrating technical knowledge and skills where the previous experiences are routinely encountered and resolved using well-understood practices. <i>Cemerlang dalam menunjukkan pengetahuan dan kemahiran teknikal di mana pengalaman sebelumnya sering ditemui dan diselesaikan menggunakan amalan yang difahami dengan baik.</i>	5
Good in demonstrating technical knowledge and skills where the previous experiences are routinely encountered and resolved using well-understood practices. <i>Baik dalam menunjukkan pengetahuan dan kemahiran teknikal di mana pengalaman sebelumnya sering ditemui dan diselesaikan menggunakan amalan yang difahami dengan baik.</i>	4
Capable in demonstrating technical knowledge and skills but lack of contents where the previous experiences are routinely encountered and resolved using well-understood practices. <i>Mampu menunjukkan pengetahuan dan kemahiran teknikal tetapi kekurangan kandungan di mana pengalaman sebelumnya sering ditemui dan diselesaikan menggunakan amalan yang difahami dengan baik.</i>	3
Demonstrating technical knowledge but lack of skills and contents where the previous experiences are routinely encountered and sometime resolved using well-understood practices. <i>Berupaya menunjukkan pengetahuan teknikal tetapi kekurangan kemahiran dan kandungan di mana pengalaman sebelumnya sering ditemui dan kadang-kadang diselesaikan menggunakan amalan yang difahami dengan baik.</i>	2
Demonstrate inadequate technical knowledge and lack of skills and contents where the previous experiences are routinely encountered and sometime resolved using well-understood practices. <i>Menunjukkan pengetahuan teknikal yang tidak mencukupi dan kekurangan kemahiran dan kandungan di mana pengalaman sebelumnya sering ditemui dan kadang-kadang diselesaikan menggunakan amalan yang difahami dengan baik.</i>	1
Not capable of demonstrating technical knowledge and skills. <i>Tidak mampu menunjukkan kemahiran dan pengetahuan teknikal.</i>	0

3. Interactions Level

Regularly identify potential risks and suggest solution prior to commencing work or task involving interactions between technical and other issues, of which few are conflicting. <i>Mengenalpasti potensi risiko secara kerap dan memberi cadangan penyelesaian sebelum memulakan kerja atau tugas yang melibatkan interaksi antara isu teknikal dan lain-lain, yang mana hanya sedikit yang bercanggah.</i>	4
Identify potential risks and suggest solution prior to commencing work or task involving interactions between technical and other issues, of which few are conflicting. <i>Mengenalpasti potensi risiko dan memberi cadangan penyelesaian sebelum memulakan kerja atau tugas yang melibatkan interaksi antara isu teknikal dan lain-lain, yang mana hanya sedikit yang bercanggah.</i>	3
Does not identify potential risks but suggest solutions prior to commencing work or task involving interactions between technical and other issues, of which few are conflicting. <i>Tidak mengenalpasti potensi risiko tetapi memberi cadangan penyelesaian sebelum memulakan kerja atau tugas yang melibatkan interaksi antara isu teknikal dan lain-lain, yang mana hanya sedikit yang bercanggah.</i>	2
Does not identify potential risks nor suggest solutions but participate in discussion prior to commencing work or task involving interactions between technical and other issues, of which few are conflicting. <i>Tidak mengenal pasti potensi risiko atau mencadangkan penyelesaian tetapi mengambil bahagian dalam perbincangan sebelum memulakan kerja atau tugas yang melibatkan interaksi antara isu teknikal dan lain-lain, yang mana hanya sedikit yang bercanggah.</i>	1
Does not identify any potential risks nor help others to suggest solutions. <i>Tidak mengenalpasti potensi risiko dan juga tidak memberi sebarang cadangan penyelesaian.</i>	0

4. Verification and Formatting

Logbook is consistently updated, monitored, and officially verified with industrial supervisor's signature. <i>Logbook sentiasa dikemaskini, disemak dan disahkan olehkan penyelia industri secara konsisten.</i>	3
Logbook is regularly updated, monitored, and officially verified with supervisor's signature. <i>Logbook sentiasa dikemaskini, disemak dan disahkan olehkan penyelia industri.</i>	2
Logbook is sometimes updated, monitored, and officially verified with supervisor's signature. <i>Logbook kadang kala dikemaskini, disemak dan disahkan olehkan penyelia.</i>	1
Logbook is rarely updated, monitored, and officially verified with supervisor's signature. <i>Logbook jarang dikemaskini, disemak dan disahkan olehkan penyelia.</i>	0

Total = (/ 15)

Comments:

[illegible]

Evaluated by:

Date:

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Industrial Supervisor Name:

Company stamp:

For reference:

Knowledge Profile (SK)	
SK1	Natural Science
SK2	Mathematics
SK3	Engineering Fundamentals
SK4	Engineering Specialist Knowledge
SK5	Engineering Design
SK6	Engineering Technologies
SK7	Comprehension of the role of technology
SK8	Technological Literature
Broadly Defined Engineering Problems (SP)	
SP1	Depth of Knowledge Required
SP2	Range of conflicting requirements
SP3	Depth of analysis required
SP4	Familiarity of issues
SP5	Extent of applicable codes
SP6	Extent of stakeholder involvement & level of conflicting requirements
SP7	Interdependence
Broadly Defined Engineering Activities (TA)	
TA1	Range of Resources
TA2	Level of Interactions
TA3	Innovation
TA4	Consequences to Society & the Environment
TA5	Familiarity