

Training Report

Form A-1: Evaluation of Training Report Evaluator's Assessment

Training period: 10 weeks

1. Name of Student:	Student Number :
Student Major:	
2. Name of Company:	
Company Division/Section:	
3. Term:	<input checked="" type="radio"/> Summer <input type="radio"/> 1st <input type="radio"/> 2nd
Year:	

Evaluation

Total marks: 40

	Marks Allotted	Marks Scored
1. The report is written and presented according to standard format.	4	_____
2. Company profile, its main sections and their activities are presented.	4	_____
3. Details of main tasks and duties performed during the training are provided.	25	_____
4. The report includes conclusion, comments and recommendations.	7	_____
Total Score:		_____

Evaluator's Remarks:

If the result is FAIL, should the student be asked to re-write the report? Yes _____ NO _____

Evaluator's Name: _____ Signature: _____ Date: _____

Training Report

Form A-2: Presentation Evaluation

Training period: 10 weeks (2 credit hours)

Name of Student:	Student Number :
Student Major:	

Evaluation

Total marks: 10

	Marks Allotted	Marks Scored
1. The presentation was well organized.	2.5	
2. The student was confident during presentation, especially, when answering questions.	2.5	
3. The student communicated well in English.	2.5	
4. The student used power point or some other electronic media for the presentation.	2.5	
Total Score:		

If the result is FAIL, should the student be asked to repeat the presentation? Yes _____ NO _____

Evaluator's Name: _____ Signature: _____ Date: _____

- Grade of: From training supervisor =

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Form A1=

Form A2=

- Total Grade = /50