Report and Presentation Evaluation Form

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| **Report and Presentation Evaluation Form ) 2nd**  **Evaluation) – Academic Supervisor** | | | | | | | | | | | | | | | | |
|  | | | | **Trainee data** | | | | | | | | | | | | |
| **Trainee Name** | | | |  | | | | | | | | | | | | |
| **ID** | | | |  | | | | | | | | | | | | |
| **Semester** | | | |  | | | | | | | | | | | | |
| **Email** | | | |  | | | | **Mobile No.** | | | |  | | | | |
|  | | | | **Training entity data** | | | | | | | | | | | | |
| **Training entity** | | | |  | | | | | | | | | | | | |
| **Training supervisor** | | | |  | | | | | | | | | | | | |
| **Email** | | | |  | | | | | | | | | | | | |
|  | | | | **Academic Institution Data** | | | | | | | | | | | | |
| **College** | | | |  | | | | | | | | | | | | |
| **Department** | | | |  | | | | | | | | | | | | |
| **Course & Code** | | | |  | | | | | | | | | | | | |
| **Name of academic supervisor** | | | |  | | | | | | | | | | | | |
| **Email** | | | |  | | | | | | | | | | | | |
|  | | | | **Training data** | | | | | | | | | | | | |
| **Training term** | | | |  | | | | | | | | | | | | |
| **Number of training hours** | | | |  | | | | | | | | | | | | |
| **Start of Training** | | | |  | | | | | | | | | | | | |
| **End of Training** | | | |  | | | | | | | | | | | | |
| **Actual start date** | | | |  | | | | | | | | | | | | |
| **Report Evaluation (60%)** | | | | | | | | | | | | | | | | |
| **Report format (20%)** | | | | | | | | | | | | | | | | |
| **Item** | | | | | **Excellent**  **(100-90)** | | **Very good**  **(89-80)** | | | | **Good**  **(79-70)** | | | | **Pass**  **(69-60)** | **Fail**  **(59-0)** |
| **Completeness and clarity of the title page content** | | | | |  | |  | | | |  | | | |  |  |
| **Completeness and clarity of the table of contents** | | | | |  | |  | | | |  | | | |  |  |
| **Completeness and clarity of the list of tables** | | | | |  | |  | | | |  | | | |  |  |
| **Completeness and clarity of the list of figures** | | | | |  | |  | | | |  | | | |  |  |
| **Clarity of the abstract** | | | | |  | |  | | | |  | | | |  |  |
| **Accurate referencing and clarity of presentation of references** | | | | |  | |  | | | |  | | | |  |  |
| **Result of evaluation “A”** | **= =** | | | | | | | | | | | | | | | |
| **Report content (40%)** | | | | | | | | | | | | | | | | |
| **Item** | | | | | **Excellent**  **(100-90)** | **Very good**  **(89-80)** | | | | **Good**  **(79-70)** | | | | **Pass**  **(69-60)** | | **Fail**  **(59-0)** |
| **Comprehensiveness and clarity of the introduction** | | | | |  |  | | | |  | | | |  | |  |
| **Clear description of training entities activities** | | | | |  |  | | | |  | | | |  | |  |
| **Clear description of administrative unit(s) – the work environment** | | | | |  |  | | | |  | | | |  | |  |
| **Understanding and absorption of the skills developed during the training** | | | | |  |  | | | |  | | | |  | |  |
| **Understanding and absorption of additional skills, if applicable** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to link the training experience with academic knowledge gained** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to explain tasks, achievements, and work methodologies (projects, daily work, etc.)** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to identify problems and explain methods to overcome them** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to provide suggestions and recommendations for improving work performance methods** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to provide suggestions and recommendations for**  **improving the work environment** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to provide**  **suggestions and recommendations for optimizing the benefits of the training** | | | | |  |  | | | |  | | | |  | |  |
| **Ability to recognize and explain the negatives and positives of the work** | | | | |  |  | | | |  | | | |  | |  |
| **Result of evaluation “B”** | | **= =** | | | | | | | | | | | | | | |
| **Evaluating Presentation (40 %)** | | | | | | | | | | | | | | | | |
| **Presentation format (15 %)** | | | | | | | | | | | | | | | | |
| **Item** | | | | | **Excellent**  **(100-90)** | **Very good**  **(89-80)** | | | | **Good**  **(79-70)** | | | | **Pass**  **(69-60)** | | **Fail**  **(59-0)** |
| **Comprehensiveness and clarity of the slide title** | | | | |  |  | | | |  | | | |  | |  |
| **Easy design in terms of following information within the slide** | | | | |  |  | | | |  | | | |  | |  |
| **Figures clarity** | | | | |  |  | | | |  | | | |  | |  |
| **Tables clarity** | | | | |  |  | | | |  | | | |  | |  |
| **Logical sequence of slides** | | | | |  |  | | | |  | | | |  | |  |
| **Slides comprehensiveness in covering report content** | | | | |  |  | | | |  | | | |  | |  |
| **Result of evaluation “C”** | | **= =** | | | | | | | | | | | | | | |
| **Presentation and discussion content (25%)** | | | | | | | | | | | | | | | | |
| **Item** | | | | | **Excellent**  **(100-90)** | **Very good**  **(89-80)** | | | | **Good**  **(79-70)** | | | | **Pass**  **(69-60)** | | **Fail**  **(59-0)** |
| **Student understanding of content and explanation of slides** | | | | |  |  | | | |  | | | |  | |  |
| **Understanding**  **and clear explanation of figures and tables** | | | | |  |  | | | |  | | | |  | |  |
| **Connection between slide content and sequential explanation** | | | | |  |  | | | |  | | | |  | |  |
| **Answering Questions Accurately** | | | | |  |  | | | |  | | | |  | |  |
| **Result of evaluation “D”** | | **= =** | | | | | | | | | | | | | | |
| **Results** | | | | | | | | | | | | | | | | |
| **Result of second evaluation** | | | **==** | | | | | | | | | | | | | |
| **Note: The student is considered fail and receive “F” grade in the training course if the score obtained in the discussion committee's evaluation (second evaluation) is less than 60 points.** | | | | | | | | | | | | | | | | |
| **Result of first evaluation** | | | **= Form (TP16a)** | | | | | | | | | | | | | |
| **Final result** | | | **= =** | | | | | | | | | | | | | |
| **Note: The student is considered fail and receive “F” grade in the training course if the score obtained from his field and academic supervisor is less than (70) points.** | | | | | | | | | | | | | | | | |
| **Acknowledgment and accreditation** | | | | | | | | | | | | | | | | |
| **Name of Academic Supervisor** | | | | |  | | | | **Rank** | | | |  | | | |
| **Signature** | | | | |  | | | | **Date** | | | |  | | | |
| **Stamp** | | | | |  | | | | | | | | | | | |