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”** |  **=**$\left(0.2\right)×\left[\frac{total of column 1 +total of column2+total of column 3+ total of column 4+ total of column 5}{6}\right]$ **=** |
|  **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”** |  **=**$\left(0.4\right)×\left[\frac{ total of column 1 +total of column2+total of column 3+ total of column 4+ total of column 5}{12}\right]$ **=** |
| **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”** |  **=**$\left(0.15\right)×\left[\frac{ total of column 1 +total of column2+total of column 3+ total of column 4+ total of column5 }{6}\right]$ **=** |
| **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”** |  **=**$\left(0.25\right)×\left[\frac{ total of column 1 +total of column2+total of column 3+ total of column 4+ total of column5}{4}\right]$ **=** |
| **Results**  |
| **Result of second evaluation**  | **=**$\left[ Result of evaluation A+Result of evaluation B+ Result of evaluation C+ Result of evaluation "D" \right]$**=** |
|  **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**  | **=** $\left[\left(0.4× Result of second evaluation \right)+\left(0.6× Result of first evaluation \right)\right]$ **=** |
|  **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** |  |