

**UNIVERSITI TUNKU ABDUL RAHMAN
INSTITUTE OF CHINESE STUDIES**



**Assessment of Industrial Training
FINAL REPORT**

All interns are required to submit a final report to their respective lecturer-in-charge upon completion of the internship.

A bounded copy of the final report together with a soft copy is required for assessment of your work. Selected copies of final reports will be sent for moderation and LAN purposes.

All students must submit the final report on **Wednesday of Week 14 Every Long Trimester** on the spot of Oral Presentation, directly to the teachers. Please be reminded that this date could be modified with further notice. The final report, not including appendix, should be around 15 to a maximum of 20 pages. The report must be prepared according to the following specifications.

1. FORMAT

- A4 sized 1.5 spacing, 12pt, 宋体, 《拉曼大学中文学术论文撰写格式》. Report must be comb-bound with front and back covers.

2. 目录

章节

i) 前言

- 实习目标 (Training objectives etc.)
- 职务领域 (Provide your job specification, role & responsibilities)

ii) 服务机构

- 机构背景资料
- 机构设立宗旨、愿景
- 机构组织
- 机构成功要素 (Financial performance and other factors vital for success of company etc.)
- 职场概况 (Explain in which department you were assigned, your supervisor and others in that department etc.)

iii) 实习内容与成效

- Highlight the tasks you undertook & share with us on what you have learnt. Try to relate it with theories, models, work procedures learnt in class.

iv) 建议事项 / 总结

- Explain (constructively) on how the department or company can increase its performance. Identify your own weaknesses and how are you going to overcome it so that you can be more efficient in a similar situation in the near future.

v) 引用资料/附录

- References
- Include all your BI-WEEKLY REPORTS
- Samples of work done
(It would be good to get your work endorsed by your on-site supervisor/s)

FINAL REPORT ASSESSMENT 小组老师评分标准

Organization background(前言/服务机构资料)	05%
Application of theories & Learning outcome (理论运用与学习成效)	25%
Appendices / References (引用资料/附录/格式)	10%
Overall presentation (整体表现)	05%
Bi-weekly report(双周简报)	15%
TOTAL	60%

ON-SITE SUPERVISOR EVALUATION

All students are required to ensure their immediate on-site supervisor evaluates their performance based on the appraisal forms provided. If there is more than one on-site supervisor, the scores will be averaged out. **The maximum score is 100 marks which will be scaled down to 40%.**

[Please print the 'Onsite Supervisor Industrial Training Evaluation Form'](#) for your on-site supervisor to evaluate your performance, sign and affix the company stamp. Submit it together with your final report in a sealed envelope.

ON-SITE SUPERVISOR ASSESSMENT		
Behaviour	(8 items X 4 marks)	32 marks
Knowledge	(2 items X 4 marks)	8 marks
Skills	(9 items X 4 marks)	36 marks
Performance	(5 items X 4 marks)	20 marks
Other comments	(Maximum 4 marks)	4 marks
TOTAL		100 marks (40 %)