

TOTAL SCORE :

Please provide the following information:

Name of student: _____	Name of employer supervisor: _____
Matric no.: _____	Supervisor e-mail address: _____
Academic programme: <input type="checkbox"/> B.Acct. (Hons.) <input type="checkbox"/> B.Acct. (IS) (Hons.)	Name of person completing the form (If different from supervisor) _____
Name of UUM supervisor: _____	Company address: _____ _____ _____
Company type: <input type="checkbox"/> Audit firm <input type="checkbox"/> Commercial firm <input type="checkbox"/> Public sector entities <input type="checkbox"/> Others (please specify: _____)	Company telephone: _____

Please read the following important information:

Background	The UUM internship programme, or practicum, is a key component of its academic programme. The questionnaire below is used by the employer to evaluate the student's performance in practicum along with a number of dimensions which reflect learning outcomes which are significant to Malaysia. The employer assessment contributes 40% of the student's grade for his/her practicum.
Details	<p>Each practicum student's immediate supervisor is requested to complete this evaluation form at two points during practicum: (i) the first 3 months of the practicum, and (ii) immediately following completion of the practicum. The first 3-month assessment will provide the opportunity for the supervisor to discuss and provide feedback to the student for improvement in his/her work. However, the supervisor is required to submit the completed form only once, that is, at the end of the practicum period.</p> <p>Please read the descriptions in the table below of the four possible levels of achievement for each item and choose the appropriate values: 1 (Poor), 2 (Fair), 3 (Good), or 4 (Excellent), representing the level of achievement exhibited by the student along that dimension. If you are supervising more than one student, please submit a separate evaluation for each student.</p>
Confidentiality is assured	Your evaluation will play an essential role in improving the programme over time. Please be assured that your evaluation of the student will be treated as strictly confidential and will be available only to the Practicum Unit office. We realize that your time is valuable and sincerely thank you for taking the time and effort to complete the evaluation.

COGNITIVE SKILLS (LOC2)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of Practicum
Understanding of Organization's Governance	Poor understanding of the organization's governance.	Limited understanding of the organization's governance.	Good understanding of the organization's governance.	Excellent understanding of the organization's governance.		
Knowledge of Key Business Principles and Practices	Poor understanding of the important information from a business point of view.	Often needs guidance in understanding what is important from a business point of view.	Good understanding of the important information from a business point of view and able to use it to solve relevant problems.	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities.		
Ability to Apply Knowledge to Practices	Demonstrates minimal skills in applying knowledge to practical problems.	Demonstrates moderate skills in applying knowledge to practical problems.	Demonstrates good skills in applying knowledge to practical problems.	Demonstrates excellent skills in applying knowledge to practical problems.		
Problem Identification and Supporting Evidence	Unable to identify, summarize, or explain the main problem and fails to provide evidence.	Identifies the main problem and merely repeats information provided taking it as evidence.	Identifies the main problem and information that counts as supporting evidence but does not sufficiently summarize or explain them.	Successfully identifies and summarizes the main problem and clearly examines the supporting evidence.		
Proposed Solution(s)	Fails to propose a solution to address/ tackle the problem.	Briefly proposes a solution that is difficult to evaluate because it only indirectly addresses the problem.	Proposes one solution that is "off the shelf" rather than individually designed to address the problem.	Comprehensively proposes one or more solutions that indicate(s) understanding of the problem.		

PRACTICAL SKILL (LOC3A)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Application of Information Technology (IT)	Shows low competency in using relevant IT applications in completing assigned tasks.	Shows moderate competency in using relevant IT applications in completing assigned tasks.	Shows good competency in using relevant IT applications in completing assigned tasks.	Shows excellent competency in using relevant IT applications in completing assigned tasks.		

INTERPERSONAL SKILLS (LOC3B)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Attitude toward Team Members	Does not work well with others.	Moderate ability to work with others.	Good ability to work with others.	Excellent ability to work with others.		
Contribution to the Team	Rarely provides useful ideas when participating in group discussion(s).	Sometimes provides useful ideas when participating in group discussion(s).	Usually provides useful ideas when participating in group discussion(s).	Routinely provides useful ideas when participating in group discussion(s).		
Leadership Skills	Does not demonstrate any leadership abilities at all.	Assumes a leadership role in a very limited capacity, but needs guidance.	Exercises good leadership abilities and can guide others.	Demonstrates natural leadership abilities beyond expectations by taking initiative and guiding others.		

COMMUNICATION SKILLS (LOC3C)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Attentiveness	Is easily distracted (e.g., talking, not paying attention).	Sometimes pay attention to the speaker, sometimes not.	Pays attention to the speaker.	Demonstrates a listening attitude (e.g., nodding head, asking for clarification).		
Answering Questions	Does not like being asked	Becomes uneasy when	Demonstrates poise when	Demonstrates poise and		

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
	questions.	asked questions.	answering questions, but hesitates before doing so.	confidence when answering questions.		
Questioning	Never asks questions.	Reluctant to ask questions.	Asks relevant questions.	Asks insightful questions with confidence.		

PERSONAL SKILLS (LOC4A)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Seeking Information	Does not know where to begin looking for information or what information to look for.	Has some idea of what information to look for and where to look for it.	Has a good idea of what information to look for and where to look for it.	Has a comprehensive understanding of what information to look for and where to look for it.		
Being Resourceful	Collects unrelated information.	Collects good information but not related ones.	Collects good information as well as related ones.	Digs up all kinds of information, and comes up with comprehensive information.		
Log Book	Does not maintain a record of daily activities.	Maintains a minimal record of daily activities.	Maintains a good record of daily activities.	Maintains an excellent record of daily activities, and able to learn beyond the assigned task.		
Respect for Others	Does not show respect for others.	Sometimes shows respect.	Always show respect for others.	Always show respect for others, and can be a role model for others.		
Punctuality	Frequently late.	Sometimes late.	Always on time.	Always shows up in advance, with enough time to be personally prepared.		

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Meeting Deadlines	Frequently misses deadline(s).	Sometimes misses deadline(s).	Always meets deadline(s).	Always meets deadline(s) and often early; no reminders needed.		
Personal Appearance	Always looks untidy.	Sometimes appears to be untidy.	Most of the time maintains a tidy appearance.	Always maintains a tidy appearance.		

ETHICS & PROFESSIONALISM (LOC5)

	1 Poor	2 Fair	3 Good	4 Excellent	Student's actual level of achievement (score)	
					First 3 months	At the end of the Practicum
Knowledge of Ethics	Poor understanding of professional ethics.	Moderate understanding of professional ethics.	Good understanding of professional ethics.	Excellent understanding of professional ethics.		
Ethical Behaviour	Demonstrates inappropriate ethical behaviour that contradicts to organisational values.	Demonstrates acceptable ethical behaviour in accordance with organisational values.	Demonstrates good ethical behaviour in accordance with organisational values.	Demonstrates excellent ethical behaviour in accordance with organisational values.		

Other comments (if any):

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OTHER INFORMATION

Did the student receive allowance from your esteemed organization during his/her practicum training?

Yes No

If yes, please specify the amount per month: RM_____

This is to certify that both parties (employer and student) have discussed this evaluation report (optional):

Name of student:	_____	Name of supervisor:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____

Organization stamp: