UUM COLGIS
Bachelor of International Business and Management (BIBM) Programme
Assessment of Student Performance in Practicum

Background	The UUM internship programme, or Practicum, is a key component of its academic programme. The questionnaire below is used to evaluate the student's performance in Practicum along a number of dimensions which reflect learning outcomes which are significant to Malaysia.
Details	Each Practicum student's immediate supervisor is requested to complete this evaluation form. 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. Following the table are administrative questions. Please provide your responses to the question(s). If you have any questions about this form or encounter difficulties with it, please e-mail mdhaniff@uum.edu.my.
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 UUM COLGIS Student Development and Alumni office. We realize that your time is valuable and sincerely thank you for taking the time and effort to complete the evaluation.

Student name: ....

Name of employer supervisor: ....

Matric No.: ....

Supervisor e-mail address: ....

Academic programme: ....

Contact information: ....

Name of UUM Supervisor: ....

Name of person completing form (if different from supervisor) ....

Company address: ....

....

KNOWLEDGE

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
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 into 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.	

COMMUNICATION SKILLS

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
Attentiveness	Is easily distracted (e.g., talking, not paying attention).	Sometimes pay attention to speaker, sometimes not.	Pays attention to speaker.	Demonstrates a listening attitude (e.g., nodding head, asking for clarification).	
Answering questions	Does not like being asked questions.	Becomes uneasy when asked questions.	Demonstrates poise when answering questions, but hesitates before doing so.	Demonstrates poise and confidence when answering questions.	
Questioning	Never asks questions.	Reluctant to ask questions.	Asks relevant questions.	Asks insightful questions with confidence.	

CRITICAL THINKING AND PROBLEM SOLVING SKILLS

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
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 the 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.	

INFORMATION TECHNOLOGY (IT) PROFICIENCY

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
Application of 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.	

TEAMWORK

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
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

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
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.	

LIFE-LONG LEARNING AND INFORMATION MANAGEMENT SKILLS

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
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.	

ATTITUDE AT THE WORKPLACE

	1 Poor	2 Fair	3 Good	4 Excellent	Actual level of achievement
Log Book	Does not maintain record of daily activities.	Maintains minimal record of daily activities.	Maintains good record of daily activities.	Maintains 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.	
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.	
Work Ethic	Demonstrate a poor work ethic practices at workplace.	Demonstrate a moderate work ethic practices at workplace.	Demonstrate a good work ethic practices at workplace.	Demonstrate an excellent work ethic practices at workplace.	

Other comments (if any):

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PART C: 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 about this evaluation report (optional):

Name of student:	....	Name of supervisor:	....
Signature:	....	Signature:	....
Date:	....	Date:	....

Organization stamp:

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