# LEMBAR PENILAIAN *ENRICHMENT PROGRAM REPORT* PEMBIMBING LAPANGAN *(SITE SUPERVISOR)*

| **ASSESSMENT SHEET ENRICHMENT PROGRAM REPORT**  ***(SITE SUPERVISOR)***  **BINA NUSANTARA UNIVERSITY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company Name | | : | Binus Incubator – (Group Name) | |  |  |  |  |  | |  |  | | | | |  | |  | |  | | |  | |  | | |  |
| Site Supervisor Name | | : |  | |  |  |  |  |  | |  |  | | | | |  | |  | |  | | |  | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Participant 1** | |  |  | |  | **Participant 2** |  |  |  | |  | **Participant 3** | | | | |  | |  | |  | | |  | |  | | |  |
| Student ID | | : |  | |  | Student ID | : |  |  | |  | Student ID | | | | | : | |  | |  | | |  | |  | | |  |
| Name | | : |  | |  | Name | : |  |  | |  | Name | | | | | : | |  | |  | | |  | |  | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **No** | **Component** | | | **Score\*)** | | | | | | **Weight** | | | **Participant 1** | | | | | **Participant 2** | | | | | | | **Participant 3** | | | | |
| **Score\*)** | | **Total** | | | **Score\*)** | | | | **Total** | | | **Score\*)** | | **Total** | | |
| 1 | Demonstrates the understanding of the role, responsibility and the assigned tasks during the work assignment | | | 4 = Full Understanding and responsibility for the role and task assignment.  3 = Sufficient understanding and responsibility for the role and task assignment.  2 = Limited understanding and responsibility for the role and task assignment.  1 = No understanding and responsibility for the role and task assignment. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 2 | Demonstrates the understanding of the business/industry/social sector in which the company/ organization/community operates and the business processes of this company/ organization/community | | | 4 = Full understanding of the business/industry/social sector with demonstrating detail illustration.  3 = Sufficient understanding of the business/industry/social sector with demonstrating illustrative information.  2 = Sufficient understanding of the business/industry/social sector with demonstrating a brief information.  1 = Limited understanding of the business/industry/social sector. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 3 | Performs the intended learning outcomes as specified further in the Learning Plan | | | 4 = Achieved (>75%)  3 = Quite achieved (51% - 75%)  2 = Slightly achieved (25% - 50%)  1 = Not achieved (<25%) | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 4 | Demonstrates effective problem solving skill | | | 4 = Able to define the problem and provide the solutions based on data and context of problem.  3 = Able to define the problem and provide the solutions but not related to data and context of problem.  2 = Able to define the problem but can’t give the solutions based on data and context of problem.  1 = Not able to define the problem and can’t give the solutions based on data and context of problem. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 5 | Applies a multidisciplinary perspective to approach the assigned task(s) | | | 4 = Application of multidisciplinary perspectives/method to approach the assigned task(s) with integration to other units/depts.  3 = Application of multidisciplinary perspectives/method to approach the assigned task(s), and demonstrating limited/brief integration to other units/depts.  2 = Application of multidisciplinary perspectives/method to approach the assigned task(s), but no integration to other units/depts.  1 = Limited/unable to apply multidisciplinary perspectives/methods to approach the assigned task(s). | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 6 | Demonstrates good collaboration and contribution/initiative in team | | | 4 = Able to perform good collaboration and contribution/initiative in team.  3 = Able to perform collaboration and contribution/initiative in team.  2 = Able to perform partial collaboration and contribution/initiative in team.  1 = Limited/unable to perform collaboration and contribution/initiative in team. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 7 | Applies effective verbal/written communication skills | | | 4 = Well and organized/structured and constructive in communication & written skills.  3 = Organized/structured and constructive in communication & written skills.  2 = Partially Organized/structured and constructive in communication & written skills.  1 = Unorganized/structured and constructive in communication & written skills. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| 8 | Demonstrates professional and ethical values;   * Demonstrates well planning and organizing during the work assignment * Performs good quality work by maximizing available resources. * Performs well under pressure. * Is on time to work; remains until required hours are completed. * Demonstrates respect on confidentiality in organization. * Alerts supervisor if absent or late for work. * Demonstrates no violation of organization's rules. * Demonstrates courtesy (friendliness, politeness, and well mannered) and respect to others. | | | 4 = Performs excellence professional & ethical values.  3 = Performs good professional & ethical values.  2 = Performs few professional & ethical values.  1 = Unable tp performs professional & ethical values. | | | | | |  | | |  | |  | | |  | | | |  | | |  | |  | | |
| **Total** | | | | | | | | | | | | | |  | |  | | | |  | | |  | | |  | |  | |

|  |
| --- |
| Jakarta, February 2021 |
| *(………………………………….)* |

**Note:**

1. This form is used by students of *Enrichment Program*. This form must be filled out by the *Site Supervisor*. **The supervisor must then sign the form, put the company stamp and put it in the sealed envelope**. The supervisor gives the form to the students of *enrichment* program. Students are required to submit the form to the Faculty Supervisor.
2. In any case that the assessment criteria is different from the one provided by the faculty, then different form will be used based on the agreement between the institution/company and the faculty (to be discussed before implementation).