# Appendix E Industrial Attachment Organisation: Student Appraisal Form

The purpose of this form is to provide feedback on student performance during the Industrial Attachment programme to the ISS staff and to the student. The supervisor who monitors the student's performance during this period should fill out the form as and when assignments are completed, and review the contents that related to student performance with the student before the end of the Industrial attachment.

You may mail this appraisal form to the ISS Advisor and ISS internship manager or place it in a sealed envelope and give it to the student to bring it back to the advisor. We will greatly appreciate it if the appraisal form can reach ISS no later than the last day of the Industrial Attachment.

### I. GENERAL

A. Industrial Attachment Organisation Name:

B. Responsible Supervisor Name:

C. Supervisor Designation:

Business Phone #:

Email:

D. Student Names:

(1) (2)

E. Industrial Attachment Dates:

From To

**II. ASSIGNMENTS**

**A. APPLICATION**

Was the application the same as the one proposed for Industrial Attachment? If not, state the nature of the new application.

**B. PROJECT SCOPE**

1. How large was the assignment in terms of number of:

Program Modules

Batch Reports

Screens

Others

2. How much effort (time) was required to reduce the scope of the project to match the 19 week time period . . . . .if at all?

1. Did the students have enough time to complete the assignment in the time allowed? Please comment.
2. What is the programming language & methodology used in the project?

**C. APPLICATION ANALYSIS**

1. Please comment on the thoroughness and accuracy of the Analysis portion of the assignment.

2. Completion date for Application Analysis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. SYSTEMS DESIGN**

1. Please comment on the quality of the Systems Design completed by the students in terms of:

(i) Technical feasibility/accuracy...will the system work?

(ii) Has the system been installed/implemented?

(iii) Is the system easy to use (by User Department)?

(iv) Is the documentation readable and maintainable?

**E. OVERALL EVALUATION**

1. Which assignments were most useful to your organisation?

2. What is your overall assessment of the students' work?

Very Good Good Average Poor

Additional comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Based on the industrial attachment's objectives, as you understand them, do you feel the students met those objectives?

Yes Some-what No

4. Please evaluate quantitatively the contributions from the interns. Each project team is given a total of 100 points that needs to be allocated amongst the team members based on the contribution of each member.

|  |  |
| --- | --- |
| **Team Member’s Name** | **Points** |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **100** |

1. **STUDENT INDIVIDUAL EVALUATION**

Please rate each student performance in the areas of taking initiative, technical capacity, self-management, quality of work and added value.

**Student 1:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Total Leaves taken: MC \_\_\_\_\_\_\_\_\_\_ days Personal Leave\_\_\_\_\_\_\_\_\_\_days

Initiative:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Resourceful:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Team Player:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Willingness of Picking Up New Technologies/Assignments:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Analysis & Design:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Programming:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Project Management:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Self-Management:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Quality of Work:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Added Value:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

**Student 2:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Total Leaves taken: MC \_\_\_\_\_\_\_\_\_\_ days Personal Leave\_\_\_\_\_\_\_\_\_\_days

Initiative:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Resourceful:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Team Player:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Willingness of Picking Up New Technologies/Assignments:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Analysis & Design:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Programming:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Project Management:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Self-Management:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Quality of Work:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

Added Value:

Excellent Very Good Good Fair

Acceptable, but can be improved Not acceptable Not applicable

**III. STUDENT WORK HABITS**

A. What was the level of professionalism\* displayed by the students throughout the industrial attachment?

\* Professionalism includes judgement, relationship with others, and constructive use of time.

B. How well did the students function as a team? Did they complement each other's work effort (i.e., supportive of each other)? Please comment.

C. Did one member of the student team stand out as the team leader? Which student? Please comment.

D. Was the workload evenly divided between the students? Please comment.

E. How much assistance/guidance did the students require from you?

F. Did the students display a high/medium/low level of initiative in completing assignments?

G. How well did the students get along with peers/supervisors during the period? Did the students generate respect from others while carrying out assignments? Please comment.

1. **SKILL SETS**

What skill sets would you suggest ISS to include in our curriculum to best prepare our students for the industry (e.g. methodology, programming, networking, etc)?

**V. COMMENTS/SUGGESTIONS**

Please make any comments or suggestions that you feel are pertinent to the industrial attachment period (e.g. *guidelines, assignments, assessments, etc*).

(We depend upon your views as a major source of input in shaping our future industrial attachment programme)

Supervisor Name

Signature/date