### Visit / Monitoring Report by IVE Mentor

(A copy of this report with IVE Mentor’s original signature shall be provided to the student after the attachment.)

**(A) Details of site visit**

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| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Time / Length of Visit: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Venue: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of IVE Mentor: |  |

**(B) Basic Information of Organization (Company, School, Association, etc.)**

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| Organization Name: |  | | | |
| Name of Mentor: |  | Contact Telephone Number: | |  |
| Name of Student: |  | Student ID: |  | |
| Course Code/ Year or Level: | / | Course title: |  | |
| Attachment Period: | (Start Date)       (Finish Date) | | | |

**(C) Attachment Visit**

1. Points to be Discussed on Visit:

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| ❑ | Orientation student has received on the job (safety issues, confidentiality, workplace expectations, information about the Organization, etc.) |
| ❑ | Student performance (quality and quantity of work, attendance, punctuality, etc.) |
| ❑ | Personalized Learning Plan tasks (update as necessary) |
| ❑ | Student’s adjustment to the workplace (interpersonal relationships, boarding issues, remuneration issues, work routines, etc.) |
| ❑ | Areas of concern and action to be taken (student; mentor; Attachment Coordinator; other) |
| ❑ | What is going well; feedback given (student; mentor) |
| ❑ | Other issues: (refer to weekly reports, job logs, etc.) |

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(ii) Discussion with, and Feedback from, the Student

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(iii) Feedback from the Organization Mentor

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(iv) Overall Comments / Action to be Taken

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| The IVE Mentor has discussed the contents of this report with the student. | |
| ❑ Yes | ❑ Not Yet: Date to be discussed with the student is (D/M/Y) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

July 11, 2014\_\_\_ \_\_\_     \_\_\_

Date Signature of IVE Mentor