



# Field Training Manual (Internship)

AY 2020/21

# Contents

Introduction .....	2
Values and Objectives .....	2
Duration of the Training .....	2
Training Department Coordinators Tasks .....	3
Criteria for Places of Internship.....	3
Assigning Training Examiners .....	4
Academic Regulations and Requirements .....	4
Registration Rules and Procedures .....	4
Requirements from the Training Organizations .....	4
Announcement to the Students.....	5
Student Submission .....	6
Evaluation and Grading .....	6
Presentation Evaluation .....	6
Verbal Discussion Evaluation .....	7
Written Report Evaluation.....	7

## Introduction

It is a pleasure of the UPM team to welcome senior students to the training field experience. Students of at University of Prince Mugrin (UPM) are required to undergo a comprehensive training with local and multinational organizations relevant to their major and area of expertise. The purpose of training is to enhance students' skills to latest industry standards and deepen their technical knowledge. In addition, such training strengthens the coordination/linkage between the UPM students and the industry.

Students are expected to spend their entire training period with the training organization abiding by organizational rules, policies and procedures. At the end of the training period, the students are required to submit a final formal written report.

For the colleges to access the performance of the students during the training period, the training organization shall fill in a confidential evaluation form and post it to the training office with required information that includes the number of days spent on training, the absence and an overall performance of the trainee.

Along the same lines, the trainees are required to strictly follow the procedures at the organizations where they are training. Please note that negative feedback on behavior, skills, knowledge, enthusiasm and/or punctuality affects the evaluation of the trainee and might result in cancelling his/her training. training paperwork will not be accepted without written evaluation from the training organizations.

## Values and Objectives

The overall objective of Training is to provide the students an exposure to the updated industry practice in their field of specialization. In particular, by the end of the training, the trainee should be able to:

1. Communicate effectively with a range of audiences.
2. Recognize ethical and professional responsibilities in technical situations and make informed judgments, which must consider the impact of the solutions in global, economic, environmental, and societal contexts.
3. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.
4. Acquire and apply new knowledge as needed, using appropriate learning strategies.

## Duration of the Training

The qualifying student for training should spend at least eight working weeks on a full-time basis (i.e., 8 hours/day) in a governmental organization (or) reputable industrial firm (or) research centres that are involved in relevant fields to their area of specialization. Subsequently, the minimum total hours of training is  $8 \text{ (hours/day)} \times 5 \text{ (days/week)} \times 8 \text{ (weeks)} = 320 \text{ hours}$ .

## Training Department Coordinators Tasks

The training department coordinator is a department faculty member assigned by the department chairman. The main duties of the coordinator are as follows:

Task Number	Task	Working Hours
1	Approving the student's training plan.	
2	Visiting the student on site in case of complaints or problems by student or company supervisor.	
3	One visit per session	
4	Receiving the evaluation reports (surveys) from employers.	
5	Receiving the evaluation reports (surveys) from students.	
6	Evaluating student performance based on the training report	
7	Preparing course report of training course and performing the indirect assessment of the student outcomes of this course based on the student and supervisor surveys.	

The above tasks are carried out during the term and are equivalent to 45 contact hours and are equivalent to 1 credit hours load.

## Criteria for Places of Internship

An internship is a service-oriented learning experience. Guided by a professional in the discipline, the student engages in self-directed applications of his/her knowledge and skills and reflects upon the experience in order to put it in context within the standards and values of the discipline.

As students will be receiving academic credit for their work, internship sites should provide interns with a structured learning experience that will assist the intern in achieving learning objectives of the course.

The site considered as place of internship must meet the following criteria:

1. The site must be a formal agency or organization, i.e., A government agency, a non-profit organization, a private sector or industry firm in the discipline.
2. The training organization should have excellent reputation related to the program.
3. The plan should satisfy the learning outcome of the program. The student should be given the opportunity to accomplish the professional and/or academic goals of the internship by completing a specific project/task under the supervision of a mentor.
4. The training environment should meet regular standards of workplaces e.g., safety, protection guidelines, etc.
5. Students generally are not allowed to complete an internship placement with an agency for whom they have been employed without program permission. If the internship responsibilities differ significantly from the previous work opportunities, a student may submit a letter of exception to the faculty (with written support from the agency) with details defining the differences. The faculty will make the final decision regarding approval. Any exceptions to this policy must be approved in advance of the start of an internship experience.

6. The improvement recommendation resulted from studying and analyzing previous ST06 forms, if any, should be applied.

## Safety and Risk Management by Academic Programs

Academic programs at UPM shall organize an orientation briefing for students and field supervisors in advance of field training discussing safety training suitable for requirements of each academic program. Orientation can be conducted by faculty or training site representatives. It shall educate concerned parties with safety procedures, potential dangers, and risk management policies as per guidelines listed in Risk Management Manual.

The following procedure shall be followed to manage potential risks:

- Possible risks at training site shall be identified including, but not limited, physical or emotional risk to students; reputational risk to UPM; Equipment hazards; chemical hazards and damage to properties. This shall be performed through site visits, supervision and meeting with students.
- Procedures shall be followed to implement measures to address the identified risk in an organized manner. Commitment of students and training supervisors is required for effective application.
- Monitoring and reviewing shall be performed by the department and college councils to assess the suitability of applied measures.

## Assigning Training Examiners

A committee (minimum of 3 members) within the department is formed to evaluate the student presentation (please see the attached form in the appendix). The report is evaluated by the course instructor and so is the final grade. The course instructor is also responsible for the course report for his/her section. The course coordinator is responsible to compile a course report for the training in the department.

## Academic Regulations and Requirements

The following points represent important considerations, the student should be aware of:

- Students are responsible for following the academic rules and regulations, including requirements for graduation.
- Academic advisors should assist students in planning and managing their academic program.
- Students are not allowed to register for any course(s) during their training period.
- Students must complete their training before enrolling in their last semester.
- Students must fulfil the follow the Registration Rules and Procedure in order to qualify for the Training Course.

## Registration Rules and Procedures:

- Completion of 90 credit hours (including the credit hours expected to be completed at the end of the semester prior to the training) is required to be enrolled for training.
- The early registration period for the Training course will usually starts on the last day of dropping courses without permanent record and continues until the last day of dropping courses with a grade of "W" of the Second semester of each academic year.
- All eligible students must complete and submit the training registration forms within the

registration period to the Program Training Course Coordinator for approval.

- The Training credit hours will not be counted if the student did not register for the course before he/she starts the training. There will not be any exceptions for this rule.

## Requirements from the Training Organizations

Training organizations are kindly requested to provide the following:

- A well-structured training schedule for the whole training period before a student commences his/her training.
- Make certain that the training is relevant to the students' majors and field of interests.
- Provide the university with a filled UPM evaluation form for each trainee at the end of the training period.
- Allow and arrange for the university officials to visit the trainee(s) when required.

## Announcement to the Students:

### **A. Before the start of training, students have to make sure that:**

- They are enrolled as a regular student at UPM during the training period.
- The training assignment is discussed with their course instructor.
- They are well prepared for the training assignment and responsible for writing a quality training report.
- They have all the contact information (including phone numbers and emails) of the training coordinator, and the department representative for emergency cases.
- They should have all the required official documents from the Training Office and the course instructor, which includes a formal letter to request the training and the required training forms (please see the appendix for more information).
- Official letter addressing the Concerned Person (or) Authority at the training organization.
- Contact information (names, phone number and email) of the contact persons in the organization to for emergency cases.
- The evaluation form that needs to be handed over to the training supervisor at the organization.

### **B. During the training period, the trainees have to make sure that the following requirements are fully satisfied:**

- Spend the full training period (i.e.,  $8 \text{ (weeks)} \times 5 \text{ (days/week)} \times 8 \text{ (hours/day)} = 320$  hours) with the organization assigned by the Training Office.
- Refrain from transferring to any other organization without written approval by both the course instructor and the organization.
- Send their contact address of the training organization to the University no later than the end of the second week of start of training.
- Ask for a training schedule from the training organization mentioning the activities that will be performed during the training.
- The training schedule is related to the student's major.
- Abide by and obey all organization's effective rules and regulations.
- Collect all information related to writing of final report.

### **C. After the training period, students are fully responsible for:**

- Contacting the course instructor during the first week of the training period to provide the needed contact information of the company assigned mentor.
- Contacting the course instructor, to get any help, during the training period.

- Completing their final report as well as presentation before the last week of their training.

## Student Submission

Upon the completion of training (in the last week of his/her training), the student is required to submit two hard copies of his/her final report to the coordinator. The copies should be submitted at least few days before the scheduled presentation date which must be set on or before the first week of the semester following the training. The report should be prepared in accordance to the format detailed in this document.

## Evaluation and Grading

This section explains the distribution of grades to assess the student performance in the field experience course upon which the student grade in the course is determined. To simplify the grading and documentation, forms ST07, ST08 and ST09 are designed and appended in Appendix A.

<b>Evaluator</b>	<b>Total Marks</b>	<b>Marks Subdivisions</b>	<b>Marks on Subdivisions</b>
Evaluation Committee	40%	Presentation	20%
		Verbal Discussion	20%
Academic Advisor	30%	Written Report	30%
Supervisor	30%	Evaluation Form (ST05 & ST06)	30%

The assessment of the presentation and written report is explained in the subsequent subsections. Verbal discussion evaluation is left to the committee's (including the advisor's) judgment.

### Presentation Evaluation

A presentation about the training field experience is required the first week of the Fall semester right after the end of the training period. This presentation is worth 20% of the overall presentation grade. Failing to do the presentation might result in cancellation of the training, which means that the student has to do the training again. The trainees are expected to appear in professional attire. The audience of the presentation should be considered as laymen who does not have background of the work environment. The length of the presentation is 15 – 20 minutes. The trainee has to come 15 minutes before the presentation prepared with a copy of the presentation for each committee member. The functionality of the computer, pointer, projector and everything the trainee needs is his/her sole responsibility, i.e., the trainee has to check everything and contact the IT department if necessary.

The evaluation of the presentation is performed by the *Training Evaluation Committee* which is formed by at least three members: the committee head, the academic advisor and the committee member. More committee members may join the committee if needed.

The evaluation of the presentation (out of 20%) is based on four major criteria: namely, content (5%), organization (5%), professionalism (5%) and delivery (5%). The purpose of the content criterion is to evaluate the accuracy and significance of the knowledge obtained during the training. The content criterion subdivides to 5 sub-criteria; namely, i) the accuracy and clarity of the presentation, ii) understanding of the organizational structure and workflow of the work environment, iii)



understanding of various job titles and skills needed at the organization, iv) linking training to theory learned in class, and v) skills improvement during the training. Each of these sub-criteria is evaluated on a scale from 1 to 5, then the overall grade is calculated by taking the summation. Finally, the mark of the content out of 5 is calculated. Similar approach is followed to assess the marks for other major criteria (i.e., organization, professionalism, and delivery).

The organization criterion aims to assess the overall flow of the slides, which is subdivided into four sub-criteria: i) introduction, ii) smooth transition and flow of thoughts throughout the presentation, iii) clarity and use of pictures, and iv) the conclusion. The introduction must include a self-introduction, brief description of the organization, thesis statement and a presentation outline. Furthermore, the introduction should include motivations that catch the audience attention.

The third major criterion of the evaluation of the presentation is the professionalism, and it aims to evaluate the trainees' professional behaviour. As for the presentation, punctuality, meeting the deadline, and professional dress are the sub-criteria upon which the trainee is evaluated in this major criterion. Finally, the technical delivery of the presentation is evaluated where the trainees have to show their ability to establish eye contact, use appropriate body language, engage the audience, show a command of language and use technical tools such MS PowerPoint or similar presentation software, pointers, projectors ... etc.

### **Verbal Discussion Evaluation**

After the presentation, a session of 5 minutes must be held for discussion. The assessment of this criterion is left to the training evaluation committee to decide. The weight of the question-and-answer session is 20% of the overall mark for the training field experience course.

### **Written Report Evaluation**

The trainee is required to submit a technical report that document his/her training field experience. The report is expected to be written in a professional form that contains an abstract, an introduction, a body and a conclusion. The body of the report should be divided into sections and subsections with a logical sequence of thoughts and documentation using acceptable quality pictures. The content of the report should be mainly focusing on the training experience but enriched whenever needed by related information from trusted sources with proper citation. **Originality of the report is a must; therefore, plagiarism will not be tolerated at all and will result in a grade of zero in the whole report and might result in failing of the course and/or academic dismiss if decided by the committee.**

The training report weighs 30% of the total grade and is expected for submission during the first of week of the Fall semester, two days before the presentation. Please see Form ST04 for the evaluation of the report.

# Appendix A

## Training Forms

### List of Forms and Procedures

#	Form	Filled by-Handed to
ST01	Training Site Contact Information Form	Student – Training Coordinator
ST02	Supervisor-Student Final Evaluation	Training Site – Course Instructor
ST03	Presentation Evaluation	Evaluation Committee – Course Instructor
ST04	Report Evaluation Form	Academic Advisor
ST05	Training Overall Evaluation	Course Instructor – SIS
ST06	Field Visit Evaluation	Course Instructor – Training Coordinator

## نموذج الاتصال مع مقر التدريب

## TRAINING SITE CONTACT INFORMATION FORM

I. Student Information during raining		معلومات الطالب خلال التدريب
NAME		الاسم
ID		الرقم الجامعي
DEPARTMENT		القسم
ACADEMIC ADVISOR		المشرف الأكاديمي
CITY		المدينة
CELL PHONE		الهاتف الجوال
PHONE		الهاتف الثابت
E-MAIL		البريد الإلكتروني

II. Training Site & Supervisor's information		معلومات عن المشرف ومقر التدريب
Employer's Name		اسم الشركة
Department		القسم
Employer's Phone		هاتف الشركة
Site Supervisor's Name		اسم المشرف
Site Supervisor's Job Title		المرتبة
Site Supervisor's Cell Phone		الهاتف الجوال
Site Supervisor's Email		البريد الإلكتروني

III. Duration of Training		مدة التدريب
Minimum eight weeks excluding the holidays		8 أسابيع بدون الاجازات
Training starting date		تاريخ بداية التدريب
Training ending date		تاريخ نهاية التدريب

Signatures		التوقيعات
Trainee:	Date:	المتدرب: التاريخ:
Supervisor:	Date:	المشرف غير مقر العمل: التاريخ:

نموذج التقييم النهائي للمشرف في مقر العمل  
Supervisor- Final Evaluation  
Student

Name of Trainee:		اسم المتدرب
Student's ID		الرقم الجامعي للمتدرب
Academic Department		القسم الأكاديمي
Name of Organization		اسم جهة التدريب
Time of training	Starting at: to:	من الساعة: إلى:

## Trainee's General Performance

## الأداء العام للمتدرب

Performance Category/Criteria	Student Marks	Total Marks	درجة الطالب	معايير الأداء
<b>1. Team Work</b>				<b>1. السلوك المهني:</b>
Listen to given instructions, complete assigned tasks in timely manner		5		الاستماع إلى التعليمات، واستكمال المهام المسندة في الوقت المناسب
Effectively coordinate tasks with other team members		5		تنسيق المهام مع أعضاء الفرق الأخرى بفاعلية
Punctual attendance of regular meetings		5		الحضور في الوقت المحدد للاجتماعات واللقاءات المعتادة.
Communicate effectively with assigned supervisors, team members and other stake holders		5		تفاعل مع المشرفين المخصصين وأعضاء الفريق اثناء فترة التدريب
<b>2. Training Experience/Knowledge:</b>				<b>2. المعرفة المهنية:</b>
Ability to Comfortably employ conceptual knowledge in the field of specialization and the basic principle of science to complete assigned tasks with minimal supervision.		5		القدرة على توظيف المعرفة المفاهيمية بشكل مريح في مجال التخصص والمبدأ الأساسي للعلم لإكماله المهام المعينة مع الحد الأدنى من الإشراف.
Ability to design assigned experiments, observe and record measurements, operation of appropriate test and experimental equipment's, analyze and interpret data.		5		القدرة على تصميم التجارب المعينة، ومراقبة وتسجيل القياسات ، وتشغيل الاختبار المناسب والمعدات التجريبية ، وتحليل وتفسير البيانات.
<b>Total</b>		30		<b>المجموع الكلي</b>

## Comments:

\_\_\_\_\_  
Site Supervisor

\_\_\_\_/\_\_\_\_/20\_\_\_\_.  
Date

Presentation Evaluation

Student Name	Student ID					
Content	Poor	Fair	Average	Good	Excellent	Total Mark for Content
Presented accurate information with clarity (please take off marks for typos)	1	2	3	4	5	$\text{---} \times \frac{5}{25} = \text{---}$
Briefed an explanation of various departments at the work environment	1	2	3	4	5	
Briefed job titles, job descriptions and tasks that related to trainee's major	1	2	3	4	5	
Linked the training to at least two courses in the program	1	2	3	4	5	
Mentioned and mastered at least one new skill	1	2	3	4	5	
Organization	Poor	Fair	Average	Good	Excellent	Total Mark for Content
Appropriate introduction that i) includes a self-introduction, ii) introduces the training organization iii) contains a thesis statement iv) catches audience attention and v) explains the presentation flow	1	2	3	4	5	$\text{---} \times \frac{5}{20} = \text{---}$
Smooth transition between topics and logical flow of sections and ideas with titles and slide number on all slides	1	2	3	4	5	
Clear documentation and explanation of ideas with acceptable quality pictures	1	2	3	4	5	
Closing that includes summary of the training and acknowledgement	1	2	3	4	5	
Professionalism	Poor	Fair	Average	Good	Excellent	Total Mark for Content
Meeting deadline (-1 mark/day delay) and punctuality (-1 mark/1 minute late)	1	2	3	4	5	$\text{---} \times \frac{5}{10} = \text{---}$
Professional appearance and self confidence	1	2	3	4	5	
Delivery	Poor	Fair	Average	Good	Excellent	Total Mark for Content
Eye contact & body language	1	2	3	4	5	$\text{---} \times \frac{5}{20} = \text{---}$
Engaging audience	1	2	3	4	5	
Appropriate use of language	1	2	3	4	5	
Appropriate use of technical tools (e.g., MS PowerPoint, pointers ...etc)	1	2	3	4	5	
<b>Total evaluation of the presentation (20%)</b>						
<b>Response to Questions (20%)</b>						
Signature					Date	

## Report Evaluation Form

Section	Description	Marks
<b>Overall Organization and Appearance</b>	<ul style="list-style-type: none"> <li>• The report should include the following items, where each missing item will be penalized with the corresponding weight that is explained below:               <ul style="list-style-type: none"> <li>▪ Cover page (3%)</li> <li>▪ Abstract (3%)</li> <li>▪ Table of contents (3%)</li> <li>▪ Introduction (6%)</li> <li>▪ Body (12%)</li> <li>▪ Conclusion (3%)</li> </ul> </li> <li>• First three typos and/or grammar mistakes are not penalized</li> <li>• Each language mistake after the third one is penalized with 1% off with a maximum of 5% for all mistakes. This rule includes the cover page.</li> <li>• As for general appearance, the following rules apply where each violation is a penalty of 1% with a maximum of 5%:               <ul style="list-style-type: none"> <li>▪ Moderate margins</li> <li>▪ Font type must be either Times New Roman or Arial (body)</li> <li>▪ Level 1 headings are numbered with roman numbers I, II, III, ... etc. with font size of 16pt. Bold face.</li> <li>▪ Level 2 headings are numbered with uppercase letters, size of 14, and bold face.</li> <li>▪ Level 3 headings are numbered with A.1, A.2, where A is the level subsection number, size of 14, normal face.</li> <li>▪ Text font is size is 11, normal face, single line.</li> </ul> </li> </ul>	<p style="text-align: center;">—</p> <p style="text-align: center;">(Penalty)</p>
<b>Cover Page</b>	<ul style="list-style-type: none"> <li>• The cover page must contain the following items, where each missing item is a 1% off with a maximum of 3%               <ul style="list-style-type: none"> <li>▪ University Logo &amp; name</li> <li>▪ College name</li> <li>▪ Department name</li> <li>▪ Academic year and semester</li> <li>▪ Course code and ID</li> <li>▪ Title of the report</li> </ul> </li> </ul>	<p style="text-align: center;">—</p> <p style="text-align: center;">3%</p>

	<ul style="list-style-type: none"> <li>▪ Date</li> <li>▪ Author name and ID</li> <li>▪ Good looking</li> </ul>	
<b>Abstract</b>	<ul style="list-style-type: none"> <li>• The abstract must contain the following items/characteristics, where each missing item is a penalty of 1% off with maximum of 3%: <ul style="list-style-type: none"> <li>▪ Minimum 3 lines</li> <li>▪ Maximum 5 lines (more lines might be accepted if viewed as necessary by the advisor).</li> <li>▪ Generally, describes the content of the report and motivate readers to read the report.</li> </ul> </li> </ul>	<u>3%</u>
<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>• The table of contents should have the following characteristics, where each missing item is 1% off with a maximum of 3% off: <ul style="list-style-type: none"> <li>▪ Contains sections and subsections.</li> <li>▪ Contains correct headings that matches the text.</li> <li>▪ Contains correct page numbers</li> </ul> </li> </ul>	<u>3%</u>
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• An introduction should be concise and informative (maximum of one page) and should include/possess the following characteristics where each missing item is a penalty of 1% for a maximum of 6%: <ul style="list-style-type: none"> <li>▪ Narrates an overall description of the training site with mention of the training site.</li> <li>▪ Contains a clear thesis statement.</li> <li>▪ Lists the objectives of the report.</li> <li>▪ Mentions the theoretical courses that are related to the report.</li> <li>▪ Mention at least one new skill that was learned in the training.</li> <li>▪ Contains explanation of necessary background information unless the background theory is a separate section and/or seen unnecessary by the academic advisor.</li> </ul> </li> </ul>	<u>6%</u>
<b>Body</b>	<ul style="list-style-type: none"> <li>• The body of the report must contain/have the following items/characteristics where each missing item is penalized by 1% off with a maximum of 12%:</li> </ul>	<u>12%</u>

	<ul style="list-style-type: none"> <li>▪ The body must be subdivided into sections and subsections for readability</li> <li>▪ The sections and subsection must be organized with a logical sequence that shows the chain of thoughts</li> <li>▪ The report must contain pictures from the training site with acceptable quality and clear description</li> <li>▪ All pictures and tables must have proper numbered captions with reference in the text. Each missing caption is penalized by 1% off, where the maximum deduction for captions is 5%.</li> </ul>	
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>• The conclusion of the report must contain/have the following items/characteristics where each missing item is penalized by 1% off with a maximum of 3%: <ul style="list-style-type: none"> <li>▪ Half to one full page</li> <li>▪ Summary of the training experience</li> <li>▪ Challenges found in the training if any</li> <li>▪ Suggestions for improving the report and/or the training</li> </ul> </li> </ul>	<u>3%</u>
<b>References</b>	Any piece of information that is obtained from an external source and mentioned without proper reference is a penalty of 1% off.	— (Penalty)
<b>Appendices</b>	The appendix should include all the forms filled by the student and/or the trainers. Each missing form is a 1% off.	— (Penalty)
Total		<u><b>30%</b></u>



### Evaluation<sup>1</sup> Training Overall

Evaluation Aspect	Student Marks	Total Marks
Presentation and Question and Answer Session		<b>40</b>
Written Report		<b>30</b>
Supervisor Evaluation		<b>30</b>

<b>Total Mark (100%)</b>	
<b>Course Instructor Name</b>	
<b>Signature</b>	
<b>Date</b>	

---

<sup>1</sup> Final mark is calculated by taking the average of the committee members' evaluation

## نموذج تقييم الزيارة الميدانية

### Field Visit Evaluation

I. Trainee	
<b>NAME</b>	
<b>ID</b>	
<b>TRAINING SITE</b>	
<b>SITE SUPERVISOR</b>	
<b>CITY</b>	

II. Course Learning Outcomes and Visitor Evaluation	Mark (out of 5)
1. Communicate effectively with a range of audiences	
2. Recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts	
3. Function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives	
4. Acquire and apply new knowledge as needed, using appropriate learning strategies.	

<b>III. Training Site Evaluation</b>		
<b>PERFORMANCE CRITERIA</b>	<b>MARK</b>	<b>TOTAL MARK</b>
The training entity provide a professional working environment for the trainees.		<b>5</b>
Necessary safety precautions are satisfied at the training site (if applicable).		<b>5</b>
Trainers are sufficient and qualified to help the students to achieve learning outcomes.		<b>5</b>
The training entity offers professional short courses that prepare the students for the market.		<b>5</b>
The training entity supervises students with perseverance and professional attitude.		<b>5</b>
There is a well-organized training plan for the trainees that covers different departments in the organization.		<b>5</b>
The trainees are assigned tasks that develop their skills, empower self-confidence and help to grasp information.		<b>5</b>
Teamworking is encouraged.		<b>5</b>
<b>TOTAL</b>		<b>40</b>

<b>IV. Trainee Evaluation during Visit</b>		
<b>PERFORMANCE CRITERIA</b>	<b>MARK</b>	<b>TOTAL MARK</b>
Listen to given instructions, complete assigned tasks in timely manner		<b>5</b>
Effectively coordinate tasks with other team members		<b>5</b>
Punctual attendance of regular meetings		<b>5</b>
Communicate effectively with assigned supervisors, team members and other stake holders		<b>5</b>
Ability to Comfortably employ conceptual knowledge in the field of specialization and the basic principle of science to complete assigned tasks with minimal supervision.		<b>5</b>
Ability to design assigned experiments, observe and record measurements, operation of appropriate test and experimental equipment's, analyse and interpret data		<b>5</b>
<b>TOTAL</b>		<b>30</b>

**Signature:**

**Date:**