



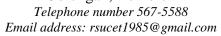
Odiongan, Romblon Telephone number 567-5588 Email address: rsucet1985@gmail.com

TRAINING SCHEDULE FORM

Proposed Activities	How the activities will be performed	Trainer	Time Line	Expected Output
Company Supervisor's Signature		Date		
Student Intern's Signature		Date		



Odiongan, Romblon





GUIDE IN RATING STUDENT PERFORMANCE

Name of Student:						
(Please check one)						
	1idterm Evaluatio	on		I Final Evaluatio	n	
Practicum Site:						
(Please rate the student based on the	given areas. Write th	ne numeric value on the	e rating column)			
AREA	5	4	3	2	1	Rating
WORK ATTITUTE/HABITS						
Attitude Towards Work	Outstanding interest/patience	Very interested/patience	Average interest/patience	Somewhat indifferent	No interest/patience	
Courtesy	Naturally polite and respectful to superior/peers	Often times show politeness and respect to superior/peers	Shows courtesy but slightly arrogant to superior/peers	Shows respect but is arrogant to superior/peers	Needs improvement on courtesy	
Dependability	Completely dependable	Above average	Usually dependable	Sometimes careless	Unreliable	
Initiative	Self-starter	Shows initiative most of the time	Shows initiative sometimes	Frequently needs prompting	Needs to be told what to do	
Interpersonal Skills	Always works well with others	Often works well with others	Sometimes works well with others	Some interpersonal difficulties	Major interpersonal difficulties	
Punctuality and Attendance	Never been late nor absent	Seldom late or absent	Sometimes late or absent	Often times late or absent	Very poor attendance	
PERSONAL APPEARANCE						
Grooming	Well groomed and wears uniform all the time	Displays good grooming and wears uniform most of the time	Shows good grooming but seldom wears uniform	Seldom manifest good grooming and seldom wears uniform	Needs improvement on grooming	
PROFESSIONAL COMPETENCE						

Judgment	Exceptionally mature	Above average	Average	At times uses poor judgment	Consistently poor judgment		
Productivity	Highly productive Above average in productivity		Expected level of productivity	Less the expected	Low productivity		
Quality of Work	Excellent	Very good	Average	Below average	Very poor		
TRAINING PROGRESS – KNOWLEDGE AND SKILLS							
Ability to function in multi-disciplinary teams	Excellent	Very good	Average	Below average	Not Observed		
Ability to identify, formulate and solve engineering problems	Excellent	Very good	Average	Below average	Not Observed		
 Ability to understand professional and ethical responsibility 	Excellent	Very good	Average	Below average	Not Observed		
Ability to communicate effectively	Excellent	Very good	Average	Below average	Not Observed		
 Ability to use techniques, skills and modern engineering tools necessary for mechanical engineering practice 	Excellent	Very good	Average	Below average	Not Observed		
 Ability to know and understand engineering and management principles as a member and leader of a team and to manage projects in a multidisciplinary environment 	Excellent	Very good	Average	Below average	Not Observed		
Describe the student's strong points:							
Describe the student's areas that need improvement:							
This report has been discussed with the student:							
Supervisor's Signature over Printed Name Student's Signature							
Date:		Date:					





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RUBRICS FOR STUDENT EVALUATION

Name of Student:						
(Please check one)						
☐Midterm Evaluation ☐Final Evaluation						
Practicum Site:						
(Please rate the student based on the	given areas. Write th	ne numeric value on tl	ne rating column)			
AREA	5	4	3	2	1	Rating
WORK ATTITUTE/HABITS						<u> </u>
Attitude Towards Work						
Courtesy						
Dependability						
Initiative						
Interpersonal Skills						
Punctuality and Attendance						
PERSONAL APPEARANCE		1			-	
Grooming						
PROFESSIONAL COMPETENCE						
Judgment						
Productivity						
Quality of Work						
TRAINING PROGRESS – KNOW	LEDGE AND SKI	LLS				
Ability to function in multi-disciplinary teams						
Ability to identify, formulate and solve engineering problems						

Ability to understand								
professional and ethical								
responsibility								
Ability to communicate								
effectively								
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Ability to use techniques, skills and modern								
engineering tools								
necessary for mechanical								
engineering practice								
Ability to know and								
understand engineering								
and management								
principles as a member								
and leader of a team and								
to manage projects in a								
multidisciplinary								
environment								
Describe the student's strong points:								
Describe the student's areas that need improvement:								
besombe the stadent's areas that need improvement.								
This report has been discussed with the student:								
□Yes □No								
ares and								
Supervisor's Signature over Printed Name	Student's Signature							
Supervisor's Signature over Printed Name	Student's Signature							
Date:	Date:							



Odiongan, Romblon *Telephone number 567-5588*



DAILY ATTENDANCE AND ACCOMPLISHMENT FORM

Student Name:

(Please keep one copy of this form and give one to the Company to serve as a sign-in sheet to document your internship hours)

Internship Site:

For the Period	d t					7	-o			
	E	Beginni	ng date	!		_		Ending date		
<u>Date</u>		ning OUT		rnoon OUT			Accon	Accomplishment/s		Verified By
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
			I	ı	I I	1	OTAL HOU	RS for the week:		
Previous Hours Worked				Total Hours Worked				Remaining Hours		
		-						port of the hours of departure from off		
Company Supervisor's Signature Date										
Student Intern's Signature						Date				
STATE UNI	WERSITY	COLL		OF EN	GINE: Odiong		nblon	Y CHNOLOGY	CONTRACTOR OF THE PROPERTY OF	AS TECHNOLOGY

WEEKLY PROGRESS REPORT

<student name=""></student>	
Week #:	
<inclusive dates=""></inclusive>	
Duties Performed this week:	
Duties Ferioritied this week.	
What new training/s took place this week?	
What were your major accomplishments bas	sed from the Proposed Activities in your
Training Schedule Form? Provide a detailed	description of the tasks involved in the
accomplishment.	
PROPOSED ACTIVITY/IES	ACCOMPLISHMENTS
What problems have you encountered this v	veek?
How did you overcome or solve those proble	ems?
List one or two goals you have set for yours	olf novt wook
List one of two goals you have set for yours	en next week.
Noted by:	
Supervisor's Signature over Printed Name	
Position	