



ROMBLON STATE UNIVERSITY
COLLEGE OF ENGINEERING AND TECHNOLOGY
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



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GUIDE IN RATING STUDENT PERFORMANCE

Name of Student:						
(Please check one)						
<input type="checkbox"/> Midterm Evaluation				<input type="checkbox"/> Final Evaluation		
Practicum Site:						
(Please rate the student based on the given areas. Write the numeric value on the rating column)						
AREA	5	4	3	2	1	Rating
WORK ATTITUDE/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:						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
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)						
<input type="checkbox"/> Midterm Evaluation			<input type="checkbox"/> Final Evaluation			
Practicum Site:						
(Please rate the student based on the given areas. Write the numeric value on the rating column)						
AREA	5	4	3	2	1	Rating
WORK ATTITUDE/HABITS						
Attitude Towards Work						
Courtesy						
Dependability						
Initiative						
Interpersonal Skills						
Punctuality and Attendance						
PERSONAL APPEARANCE						
Grooming						
PROFESSIONAL COMPETENCE						
Judgment						
Productivity						
Quality of Work						
TRAINING PROGRESS – KNOWLEDGE AND SKILLS						
• Ability to function in multi-disciplinary teams						
• Ability to identify, formulate and solve engineering problems						

<ul style="list-style-type: none"> • Ability to understand professional and ethical responsibility 						
<ul style="list-style-type: none"> • Ability to communicate effectively 						
<ul style="list-style-type: none"> • Ability to use techniques, skills and modern engineering tools necessary for mechanical engineering practice 						
<ul style="list-style-type: none"> • 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:						
This report has been discussed with the student:						
<input type="checkbox"/> Yes <input type="checkbox"/> No						
Supervisor's Signature over Printed Name				Student's Signature		
Date:				Date:		



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DAILY ATTENDANCE AND ACCOMPLISHMENT FORM

(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)

Student Name:

Internship Site:

For the Period

Beginning date

To

Ending date

<u>Date</u>	<u>Morning INOUT</u>		<u>Afternoon INOUT</u>		<u>Overtime INOUT</u>		<u>Accomplishment/s</u>	<u>Total Hours</u>	<u>Verified By</u>
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL HOURS for the week:									
Previous Hours Worked			Total Hours Worked				Remaining Hours		

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Company Supervisor's Signature

Date

Student Intern's Signature

Date



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WEEKLY PROGRESS REPORT

<Student Name>

Week #: _____

<inclusive Dates>

Duties Performed this week:	
What new training/s took place this week?	
What were your major accomplishments based 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 week?	
How did you overcome or solve those problems?	
List one or two goals you have set for yourself next week.	

Noted by:

Supervisor's Signature over Printed Name
Position _____