



**UMS**  
UNIVERSITI MALAYSIA SABAH

FAKULTI PERNIAGAAN, EKONOMI DAN PERAKAUNAN  
*Faculty of Business, Economics and Accountancy*  
Jalan UMS, 88400, Kota Kinabalu, Sabah  
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BLI-4 FORM

LAPORAN PENSYARAH PELAWAT LATIHAN INDUSTRI SESI \_\_\_\_/\_\_\_\_/\_\_\_\_  
*VISITING LECTURER REPORT FOR INDUSTRIAL TRAINING SESSION \_\_\_\_/\_\_\_\_/\_\_\_\_*

Student Name : \_\_\_\_\_

Matrik No : \_\_\_\_\_

Faculty : Fakulti Perniagaan, Ekonomi dan Perakaunan /  
*Faculty of Business, Economics and Accountancy*  
Program : HE02 /HE04/HE05/HE06/HE07/HE08/HE09/HE10/HE11/HP08

Organization Name and Address :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Business : \_\_\_\_\_

Working Supervisor's Name : \_\_\_\_\_

Position : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Faxes No : \_\_\_\_\_

Visiting Supervisor's Name: \_\_\_\_\_

Visiting Date : \_\_\_\_\_

Time : \_\_\_\_\_

.....  
Manager/Working Supervisor Signature

.....  
Organization Stamp

**A. Work scope**  
Please tick (✓) and comment if the answer is No.

No.	Particular	Yes	No	Comment
1.	Job Description and Instruction Briefing Session provided			
2.	Safety, rule and regulations briefing provided			
3.	Overtime works			
4.	Does the Industrial training benefited organization/company			
5.	Did the student capable in meeting recent job market?			
6.	Will the organization/company agree to be listed in the Faculty's industrial training database for student's industrial training placement in future.			
7.	Suitability of work to student knowledge / study field			

**SCORE BOARD**

<b>4</b>	<b>Excellent</b>	<b>3</b>	<b>Satisfied</b>	<b>2</b>	<b>Not satisfied</b>	<b>1</b>	<b>Unsatisfied</b>
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Please range from 1-4 according to score schedule for question 8 to 26.

No.	Assesment Aspects	Score	Comments
8.	Availability of student's theoretical knowledge applied in practical training.		
9.	Soft skills level (Communication e.g.: English conversation, Computer)		
10.	Technical skills needed in practical training		
<b>Values, Attitudes and Professionalism</b>			
11.	Work Responsibility: Duties to be carried out as prescribed in the scope and terms of reference of the position held.		
12.	Work Relation: Relationships with co-workers or within institution, work groups and community in a work setting.		
13.	Work Ethics: System of moral rules or principles of behaviour, which are practiced in a workplace or a working environment.		
<b>Problem Identification</b>			
14.	Problem Identification : Student Able to provide explanation of problem very clearly and accurately		
15.	Analysis: Able to organise analyses gathered information or data, clearly describe the factors that contribute to the problem/issue or explain the roof of the problem.		
<b>Communication, Leadership &amp; Teamwork Skills</b>			
16.	Foster good relationships: Ability of the student cooperate with other		
17.	Alternate roles: Ability of the student to play different roles for different situations		
18.	Respect and accept opinion: Ability of the		

	student to honour and accept opinions of others		
<b>INFORMATION MANAGEMENT AND LIFELONG LEARNING SKILLS</b>			
19.	Interest: Student shows Interest to heighten knowledge by exploring certain issues and to execute relevant tasks to the best of one's ability		
20.	Initiative: Student demonstrated the level of willingness to start and complete a task		
21.	Effort: Student shows effort to investigate or search for information		
<b>MANAGERIAL AND ENTREPRENEURIAL SKILLS</b>			
22.	Time Management: Student shows ability to do planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.		
23.	Motivation: Student able to be self-motivated and encourage group members to complete every task and activity.		
24.	Organization of Ideas: Student able to present an idea completely in clear, cohesive and organized manner		
25.	Vision: Student able to create innovative vision for solving real world problems		
26.	Networking: Student shows awareness to become an entrepreneur requires the following characteristics: Entrepreneurial relationship through the formation of a business circle, personal integrity, communication, and good offers.		

27. Student performance based on industrial supervisor account communicated during the visit.  
Comments:

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28. Student comments on progress. Industrial experience gained to date:  
Comments:

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30. Remarks from the Industrial Supervisor or company representatives:

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31. General remarks: (Health/safety and miscellaneous issues):

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Visiting Lecturer Name:

Staff No. : \_\_\_\_\_ Signature: \_\_\_\_\_