

IE299 Summer Training Report Evaluation Form

Name of the Student: _____

Company: _____

Evaluator's Name and Signature: _____

RESULT: ☐ **PASS** ☐ **FAIL***

*Fail from one of the sections below results in Fail in the overall result

STYLE:

Language:

	Revise	Pass
Grammar:	☐	☐
Spelling:	☐	☐
Punctuation:	☐	☐
Technical Terminology:	☐	☐
Formal Language:	☐	☐

Result:

☐ **FAIL**

At least one item is Revise

☐ **PASS**

All items are Pass

Format and Organization:

	Revise	Pass
Cover Page:	☐	☐
Abstract:	☐	☐
Page Limit:	☐	☐
Page Numbers:	☐	☐
Margin and Alignment:	☐	☐
Section Divisions & Headings:	☐	☐
Appendix:	☐	☐
References:	☐	☐

Result:

☐ **FAIL**

At least one item is Revise

☐ **PASS**

All items are Pass

CONTENT:

Part 1:

	Missing Information	Full Information
Company Identity Card	☐	☐
Result:	☐ FAIL	☐ PASS

Part 2:

	Missing	Unsatisfactory, revise	Satisfactory, pass
<i>General Information</i>			
Ownership	☐	☐	☐
Sector	☐	☐	☐
Products	☐	☐	☐
Production Capacity	☐	☐	☐
Sales Volume	☐	☐	☐
Market Shares and Competitors	☐	☐	☐
Suppliers and Customers	☐	☐	☐
<i>Organization</i>			
Organization Chart	☐	☐	☐
Organizational Analysis	☐	☐	☐
Roles of IE	☐	☐	☐
<i>Production System</i>			
Production System	☐	☐	☐
Manufacturing System	☐	☐	☐
Classification of the Manufacturing System	☐	☐	☐
Layout	☐	☐	☐
<i>Productivity</i>			
Process/Flow Chart	☐	☐	☐
Analysis	☐	☐	☐

Result:

☐ FAIL	At least one item is Missing or Revise
☐ PASS	All items are Pass

Part 3:

	Score
Description:	/ 5
Data Analysis and Interpretation:	/ 10
Total:	/ 15

Result:

☐ FAIL	1 – 10 Points
☐ PASS	11 – 15 Points