

# IE299 Summer Training Report Evaluation Form

Name of the Student: \_\_\_\_\_

Company: \_\_\_\_\_

Evaluator's Name and Signature: \_\_\_\_\_

**RESULT:**    ☐ **PASS**        ☐ **REWRITE\***

\*Rewrite from one of the sections below results in Rewrite in the overall result

## STYLE:

### Language:

|                        | Revise                   | Pass                     |
|------------------------|--------------------------|--------------------------|
| Grammar:               | <input type="checkbox"/> | <input type="checkbox"/> |
| Spelling:              | <input type="checkbox"/> | <input type="checkbox"/> |
| Punctuation:           | <input type="checkbox"/> | <input type="checkbox"/> |
| Technical Terminology: | <input type="checkbox"/> | <input type="checkbox"/> |
| Formal Language:       | <input type="checkbox"/> | <input type="checkbox"/> |

### Result:

☐ **REWRITE**    |    **At least one item is Revise**

☐ **PASS**        |    **All items are Pass**

### Format and Organization:

|                               | Revise                   | Pass                     |
|-------------------------------|--------------------------|--------------------------|
| Cover Page:                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Abstract:                     | <input type="checkbox"/> | <input type="checkbox"/> |
| Page Limit:                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Page Numbers:                 | <input type="checkbox"/> | <input type="checkbox"/> |
| Margin and Alignment:         | <input type="checkbox"/> | <input type="checkbox"/> |
| Section Divisions & Headings: | <input type="checkbox"/> | <input type="checkbox"/> |
| Appendix:                     | <input type="checkbox"/> | <input type="checkbox"/> |
| References:                   | <input type="checkbox"/> | <input type="checkbox"/> |

### Result:

☐ **REWRITE**    |    **At least one item is Revise**

☐ **PASS**        |    **All items are Pass**

## CONTENT:

### Part 1:

|                       | Missing Information              | Full Information              |
|-----------------------|----------------------------------|-------------------------------|
| Company Identity Card | <input type="checkbox"/>         | <input type="checkbox"/>      |
|                       |                                  |                               |
| <b>Result:</b>        | <input type="checkbox"/> REWRITE | <input type="checkbox"/> PASS |

### Part 2:

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

### **Result:**

|                                  |                                        |
|----------------------------------|----------------------------------------|
| <input type="checkbox"/> REWRITE | At least one item is Missing or Revise |
| <input type="checkbox"/> PASS    | All items are Pass                     |

### Part 3:

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

### **Result:**

|                                  |                |
|----------------------------------|----------------|
| <input type="checkbox"/> REWRITE | 1 – 10 Points  |
| <input type="checkbox"/> PASS    | 11 – 15 Points |