IE299 Summer Training Report Evaluation Form

Name of the Student: _____

Company: _____

Evaluator's Name and Signature: _____

OVERALL 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 and Headings*:		
Appendix*:		
References*:		

*This criterion will be considered as "Pass" if the report is written using LaTeX

Result:

FAIL	**At least one item is Revise**
PASS	**All items are Pass**

CONTENT:
Part 1:

	Missing Information	Full Information
Company Information:		
Result:	FAIL	PASS

Part 2:

	Missing	Unsatisfactory, revise	Satisfactory, pass
General Information			
Ownership			
Sector			
Services			
Sales Volume			
Market Shares and Competitors			
Suppliers and Customers			
Organization			
Organization Chart			
Organizational Analysis			
Roles of IE			
Service System			
Service System			
Productivity			
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

Part 4:

	Unsatisfactory	Satisfactory
DEI Analysis:		
Result:	FAIL	PASS