

# IE299 Summer Training Report Evaluation Form

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

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

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

**OVERALL RESULT:    PASS            REWRITE\***

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

**STYLE:**

Language:

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

**Result:**

<b>REWRITE</b>	<b>At least one item is Revise</b>
<b>PASS</b>	<b>All items are Pass</b>

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:**

<b>REWRITE</b>	<b>At least one item is Revise</b>
<b>PASS</b>	<b>All items are Pass</b>

**CONTENT:****Part 1:**

	Missing Information	Full Information
Company Information:		
<b>Result:</b>	<b>REWRITE</b>	<b>PASS</b>

**Part 2:**

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

**Result:**

<b>REWRITE</b>	At least one item is Missing or Revise
<b>PASS</b>	All items are "Pass"

**Part 3:**

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

**Result:**

<b>REWRITE</b>	1-10 Points
<b>PASS</b>	11-15 Points

**Part 4:**

	Unsatisfactory	Satisfactory
DEI Analysis:		
<b>Result:</b>	<b>REWRITE</b>	<b>PASS</b>