

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
<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			
Productivity			
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

Part 4:

	Unsatisfactory	Satisfactory
DEI Analysis:		
Result:	FAIL	PASS