



University of Tabuk

Faculty of Engineering

Field Training Weekly Log Sheet

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- Instructions**
1. This log sheet should be filled out at the end of each week by the trainee in English.
 2. Trainee should submit this log sheet to the supervisor/trainer at the end of each week for evaluation and signature. The supervisor/trainer should give the trainee suggestions to enhance their performance.
 3. After getting this log sheet **graded** and **sealed**, student should submit an electronic (scanned) copy before the deadline to the academic supervisor using **blackboard**. File name example: **ID_371005555_Report_Number_3**.
 4. Contact course instructor or send an email to engtraining@ut.edu.sa if you have technical problems.
 5. At the end of training, the original hard copies of the eight reports should be delivered to the Academic Supervisor.

Student

1. Student personal data

Name	ID	Major	Mobile Number

2. Training and company information

Course Code	Semester	Year	Company	Week Number

3. Briefly write about your activities this week

Weekday	Date	Attended	Daily activity
Sunday		Yes No	
Monday		Yes No	
Tuesday		Yes No	
Wednesday		Yes No	
Thursday		Yes No	

Company Supervisor

Assessment of student performance this week

Excellent (5)	Very Good (4)	Good (3)	Satisfactory (2)	Non Satisfactory (1)
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Comments and suggestions to enhance Trainee's performance

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Name	Signature	Date	Seal

Academic Supervisor

Comments and suggestions to enhance Trainee's performance

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Name	Signature	Grade	Attendance (5)	Activities (5)	Total (10)



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Company Evaluation of Student Performance

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Student

1. Student Personal data

Name	ID	Major	Phone Number

2. Training and Company Information

Course Code	Semester	Year	Training period		
			From:	To:	
Company		Department		Address	Contacts
				City:	Phone:
				Country:	Email:
				Fax:	
Company Supervisor Name			Company Supervisor Job Title		

Company Supervisor

1. Training Details

	Yes	No
Have you assigned a specific work to the student?		
If yes, what is the type and description of work?		
Areas that students have been trained on		
Recommendations to improve the training level of the student		
Areas mastered by the student during the training		
Weaknesses of the student during the training		
Student's points of interest during the training		

2. Evaluation of Student Performance

	Excellent (5)	Very Good (4)	Good (3)	Acceptable (2)	Weak (1)
Students' knowledge relevant to training					
Ability to solve engineering problem					
Ability to communicate effectively					
Ability to function effectively on a team					
Ability to learn and acquire new knowledge					
Performing the assigned task with quality and in a timely manner					

3. Approval by the director of the training sector

Name	Signature	Date	
			Seal



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Faculty of Engineering
Overall Evaluation of Student Performance

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Student

1. Student Personal data

Name	ID	Major	Phone Number

2. Training and Company Information

Course Code	Semester	Year	Training period	
			From:	To:
Company			Department(s)	

Academic Supervisor

Item No.	Evaluation of Student Performance	Student Grade
1	Weekly Log Sheet	/20
2	Company Evaluation	/20
3	Report	/30
4	Presentation	/20
5	Technical Questions	/10
Total		/100

Name:

Signature:



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Field Training Report Evaluation

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Student

3. Student Personal data

Name	ID	Major	Phone Number

Field Training Report Committee

	Unsatisfactory (1)	Beginning (2)	Developing (3)	Satisfactory (4)	Exemplary (5)
Produce a quality of writing	Unable to gather relevant data and researches and to use proper grammar and formatting	Barely gather relevant data and researches and rarely use proper grammar and formatting	can collect the relevant data and researches and use proper grammar and formatting to some extent	Mostly can collect the relevant data and researches and typically use proper grammar and formatting	Gather all the relevant data and researches and always use proper grammar and formatting
Organize the content in a logical fashion	Does not organize the content in logical fashion	Rarely organize the content in logical fashion	Organize, to some extent, the content in a logical fashion	Mostly organize the content in logical fashion	Organize all the content in logical fashion
Use Graphs, Figures, Tables, and Equations	Does not use graphs, figures, tables, and equations	Barley use graphs, figures, tables, and equations	Use, to some extent, graphs, figures, tables, and equations	Mostly use graphs, figures, tables, and equations	Always use graphs, figures, tables, and equations



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Field Training Presentation Evaluation

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Student

4. Student Personal data

Name	ID	Major	Phone Number

Field Training Presentation Committee

	Unsatisfactory (1)	Beginning (2)	Developing (3)	Satisfactory (4)	Exemplary (5)
Produce a quality of writing	Unable to gather relevant data and researches and to use proper grammar and formatting	Barely gather relevant data and researches and rarely use proper grammar and formatting	can collect the relevant data and researches and use proper grammar and formatting to some extent	Mostly can collect the relevant data and researches and typically use proper grammar and formatting	Gather all the relevant data and researches and always use proper grammar and formatting
Organize the content in a logical fashion	Does not organize the content in logical fashion	Rarely organize the content in logical fashion	Organize, to some extent, the content in a logical fashion	Mostly organize the content in logical fashion	Organize all the content in logical fashion
Use Graphs, Figures, Tables, and Equations	Does not use graphs, figures, tables, and equations	Barely use graphs, figures, tables, and equations	Use, to some extent, graphs, figures, tables, and equations	Mostly use graphs, figures, tables, and equations	Always use graphs, figures, tables, and equations
Use delivery techniques	Unable to use delivery techniques such as posture, gesture, and eye contact to engage the audience during presentations.	Barely use delivery techniques such as posture, gesture, and eye contact to engage the audience during presentations.	Use some of the delivery techniques such as posture, gesture, and eye contact to engage the audience during presentations.	Use most of the delivery techniques such as posture, gesture, and eye contact to engage the audience during presentations.	Use all delivery techniques such as posture, gesture, and eye contact to engage the audience during presentations.
Respond well to questions	Does not respond well to questions	Barely respond well to questions	Sometimes respond well to questions	Mostly respond well to questions	Always respond well to questions

Names and signatures