



UUM COLGIS

College of Law, Government and International Studies

Yang dihormati Tuan/Puan Penyelia

Kami ingin merakamkan penghargaan dan ucapan terima kasih di atas kesudian pihak Tuan/Puan menerima pelajar kami untuk menjalankan latihan praktikum di organisasi Tuan/Puan. Pihak UUM COLGIS amat berbesar hati kerana organisasi Tuan/Puan dapat menyediakan pengalaman praktikal yang amat berguna untuk pelajar kami dan semoga ianya juga membawa manfaat yang sama untuk organisasi Tuan/Puan.

Borang Penilaian *Organisation Confidential Report Form* dibentuk supaya pihak organisasi dapat membuat satu ukuran prestasi terhadap pelajar kami yang menjalankan latihan praktikum di organisasi Tuan/Puan. Penilaian Tuan/Puan akan digunakan sebagai salah satu daripada komponen penilaian gred akhir pelajar. Kami berharap pihak Tuan/Puan dapat menjadualkan satu pertemuan dengan pelajar untuk menilai prestasi pelajar terbabit. Sebagai sebahagian dari proses pembelajaran, kami berharap pihak Tuan/Puan dapat berkongsi penilaian ini bersama dengan pelajar tersebut. Borang penilaian ini akan menjadi satu dokumen penting untuk pelajar sebagai rujukan dalam keputusan akhir mereka dan rujukan dalam proses mendapatkan pekerjaan.

Sila kembalikan borang tersebut yang telah lengkap diisi selewat-lewatnya dalam tempoh satu minggu dari tarikh akhir praktikum ke alamat yang tertera di bawah ini.

Terima kasih di atas sokongan pihak Tuan/Puan.



**EMPLOYER'S CONFIDENTIAL ASSESSMENT FORM
PRACTICUM I
COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA**

This report contributes 60% of the student's total marks for this course. This report is essential to the UUM College of Law, Government and International Studies, Universiti Utara Malaysia in improving, in particular the practicum training quality of its students. **Kindly fill up the necessary column fairly and return the completed form to the address as stated on the page 4 of this form one (1) week after the end of the date of the student's training period.**

All the information provided will be treated strictly *confidential*.

Student's name: _____ Matric no.: _____
Programme: LAW
Organisation: _____

Kindly circle the appropriate scales:

← Not Satisfied Very Satisfied →

Students' soft skills:

1. Communication Skills

(a) Ability to convey ideas clearly, effectively and with confidence, orally and in written form.	1	2	3	4	5
(b) Ability to practise active listening skills and give response.	1	2	3	4	5
(c) Ability to present clearly and confidently, suiting the listeners' level.	1	2	3	4	5
(d) Ability to use technology during presentations.	1	2	3	4	5
(e) Ability to negotiate and arrive at agreements.	1	2	3	4	5
(f) Ability to communicate with group members from different cultures.	1	2	3	4	5
(g) Ability to develop intra personal communication.	1	2	3	4	5

2. Critical Thinking and Problem Solving Skills

- | | | | | | |
|------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| (a) Ability to identify and analyse problems in complex and fuzzy situations, and also making justifiable evaluations. | 1 | 2 | 3 | 4 | 5 |
| (b) Ability to expand and improve thinking skills such as to explain, analyse, and evaluate discussions. | 1 | 2 | 3 | 4 | 5 |
| (c) Ability to seek ideas and alternative solutions. | 1 | 2 | 3 | 4 | 5 |
| (d) Ability to think beyond the boundaries. | 1 | 2 | 3 | 4 | 5 |
| (e) Ability to make decisions based on strong evidence. | 1 | 2 | 3 | 4 | 5 |

3. Life Long Learning and Information Management Skills

- | | | | | | |
|---------------------------------------------------------------------------|---|---|---|---|---|
| (a) Ability to seek and manage relevant information from various sources. | 1 | 2 | 3 | 4 | 5 |
| (b) Ability to accept new ideas and handle autonomous learning. | 1 | 2 | 3 | 4 | 5 |
| (c) Ability to expand curious mind and thirst for knowledge. | 1 | 2 | 3 | 4 | 5 |

4. Ethics and Professional Moral Skills

- | | | | | | |
|----------------------------------------------------------------------------------------------------------|---|---|---|---|---|
| (a) Ability to understand the effect of economy, environment and socioculture in professional practices. | 1 | 2 | 3 | 4 | 5 |
| (b) Ability to analyse and make decisions in solving ethical problems. | 1 | 2 | 3 | 4 | 5 |
| (c) Ability to practice ethical attitude and to feel responsible towards society. | 1 | 2 | 3 | 4 | 5 |

5. Personal Appearance

- | | | | | | |
|------------------------------------------------------|---|---|---|---|---|
| (a) Appropriate and tidy work attire | 1 | 2 | 3 | 4 | 5 |
| (b) Hair tidiness/Hairscarf is managed appropriately | 1 | 2 | 3 | 4 | 5 |
| (c) Self hygiene/cleanliness | 1 | 2 | 3 | 4 | 5 |

The students understandings on the following matters:

6. Court Governance

- | | | | | | |
|-----------------------------------------|---|---|---|---|---|
| (a) Court Governance and Administration | 1 | 2 | 3 | 4 | 5 |
| (b) Court Jurisdiction | 1 | 2 | 3 | 4 | 5 |

7. Case Management in Court

- | | | | | | |
|-------------------------------------|---|---|---|---|---|
| (a) Procedures in Subordinate Court | | | | | |
| • Civil Matters | 1 | 2 | 3 | 4 | 5 |
| • Criminal Matters | 1 | 2 | 3 | 4 | 5 |
| (b) Procedures in High Court | | | | | |
| • Civil Matters | 1 | 2 | 3 | 4 | 5 |
| • Criminal Matters | 1 | 2 | 3 | 4 | 5 |

8. Judgment

- | | | | | | |
|-----------------------------------------|---|---|---|---|---|
| (a) Enforcement of Judgments and Orders | 1 | 2 | 3 | 4 | 5 |
|-----------------------------------------|---|---|---|---|---|

9. Court Etiquette

- | | | | | | |
|------------------------|---|---|---|---|---|
| (a) Decorum in Court | 1 | 2 | 3 | 4 | 5 |
| (b) Protocol Etiquette | 1 | 2 | 3 | 4 | 5 |

10. Other comments (if any).

11. Did the student receive allowance from your organisation during his/her practicum training?

(Kindly tick where appropriate)

Yes

No

If Yes, kindly state the amount per month : RM _____

Name of the officer : _____ Organisation's seal : _____

Signature : _____ Date : _____

UUM College of Law, Government and International Studies (UUM COLGIS) would like to thank you for your cooperation in completing this form.

***Kindly return the completed form to the name and the address as stated below:**

UUM Practicum Report Supervisor's Name: _____

.....
**SCHOOL OF LAW
COLLEGE OF LAW, GOVERNMENT AND
INTERNATIONAL STUDIES (UUM COLGIS)
UNIVERSITI UTARA MALAYSIA
06010 SINTOK
KEDAH DARULAMAN
MALAYSIA**

**Tel: +604-928 7805 / +604-928 7809 / +604-928 8103
Fax: +604-928 7849**