



# **UUM COLGIS**

**College of Law, Government and International Studies**

Respected Supervisor

We would like to extend our appreciation and gratitude for your willingness to accept our students to undergo their practicum at your organization. UUM COLGIS is pleased for your support to help our students so that they may gain beneficial experiences throughout their training at your organization and in return benefit your organization.

We design this evaluation form to help you to give your assessment on our students' performance while undergoing their practicum training at your organization. Your assessment is crucial as part of the evaluation components to grading the students. We would like to request on your part to arrange a timed schedule meeting with our students to give you an opportunity to assess their performance. We hope that this meeting would be a learning process for the students when you share your assessment with them.

This evaluation form is therefore equally important as a reference in their final grading and as a reference for their career undertaking.

After completing this form, please return in a sealed envelope on the last day of practicum period to the relevant student.

Thank you for your support.



**EMPLOYER'S CONFIDENTIAL ASSESSMENT FORM  
PRACTICUM II  
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 student in a sealed envelope on the very last day of the student's training period.**

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

<b>Student's name:</b> _____ <b>Matric no.:</b> _____
<b>Programme:</b> LAW
<b>Organisation:</b> _____

Kindly circle the appropriate scales and ignore irrelevant questions:

← 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
(h) Ability to use non-verbal skills.	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
(f) Ability to withstand and provide fullest attention towards assigned responsibilities.	1	2	3	4	5
(g) Ability to understand and adapt to the community culture and new working environment.	1	2	3	4	5

## 3. Teamwork Skills

(a) Ability to develop good relationships, interactions with others and working effectively to achieve similar objectives.	1	2	3	4	5
(b) Ability to understand and to play different roles between group leaders and group members.	1	2	3	4	5
(c) Ability to recognise and respect the attitudes, behaviour and beliefs of others.	1	2	3	4	5
(d) Ability to contribute to the planning and coordinating of group efforts.	1	2	3	4	5
(e) Responsibility towards group decisions.	1	2	3	4	5

## 4. 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 |
|--|---|---|---|---|---|

**5. Entrepreneurial Skills**

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| (a) Ability to identify business opportunities.                           | 1 | 2 | 3 | 4 | 5 |
| (b) Ability to design business plan.                                      | 1 | 2 | 3 | 4 | 5 |
| (c) Ability to develop, explore and grab business and work opportunities. | 1 | 2 | 3 | 4 | 5 |
| (d) Ability to work independently.  | 1 | 2 | 3 | 4 | 5 |

**6. 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 |

**7. 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:**

**8. Organisation Governance**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| (a) Organisation Governance and Administration | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|

**9. Communication and Interpersonal Skills**

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| (a) Basic Elements and Techniques of Communication | 1 | 2 | 3 | 4 | 5 |
| (b) Client Counseling Techniques                   | 1 | 2 | 3 | 4 | 5 |

(c) Managing People/Client 1 2 3 4 5  
**10. Legal Opinion**

(a) Research Skills 1 2 3 4 5

(b) Opinion Writing Skills 1 2 3 4 5

(c) Opinion Letter 1 2 3 4 5

(d) Opinion on Merits and Quantum 1 2 3 4 5  
▪ Contract  
▪ Tort  
▪ Personal Injuries

**11. Legal Drafting**

(a) Drafting and Preparing Pleading 1 2 3 4 5  
▪ Contract  
▪ Tort  
▪ Personal Injuries

(b) Drafting and Writing Legal Submissions 1 2 3 4 5

(c) Drafting of Petition 1 2 3 4 5

(d) Protocol Etiquette 1 2 3 4 5

**12. Conveyancing Practice**

(a) Legal Documentation and Loan Transaction 1 2 3 4 5  
▪ Conventional and Islamic Financing

(b) Sales and Purchase Transaction 1 2 3 4 5

(c) Undertaking/Disclaimer/Confirmation/  
Authorisation Letters 1 2 3 4 5

(d) Dealing in Estate of Deceased 1 2 3 4 5

(e) Foreclosure Proceedings and Remedies 1 2 3 4 5

**13. Other comments (if any).**

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**14. 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 student in a sealed envelope.**

Please address to:

UUM Practicum Report Supervisor's Name: \_\_\_\_\_

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