**WBL2: WORK OBSERVATION (APPRAISAL) INSTRUCTIONS**

* STEP 1: Students to fill up Section A (for both forms) and email to your academic supervisor (please refer to the timeline document).
* STEP 2: Academic supervisor will contact your industry supervisor and email send him/her the evaluation form.
* STEP 3: Academic supervisor will arrange a meeting with your industry supervisor to discuss your Evaluation Cycle I performance.
* STEP 4: Academic supervisor will provide feedback to you on your performance assessment after the meeting (please arrange a session with your academic supervisor with regards to this matter. This can be regarded as industrial training visit session).
* STEP 5: Academic supervisor to repeat Step 2-3 for Evaluation Cycle II. Feedback session after Evaluation Cycle II to interns are encouraged but not mandatory.
* STEP 6: Academic supervisor will provide the completed form to Internship Coordinator. (No submission needed from student).

*Only ONE (1) industrial visit is required. Academic supervisor may choose to perform the visit/meeting with interns during feedback for Evaluation Cycle I or Cycle II.*