



CEM N381: Industrial Training 2 (140 hrs)

Mentor Report

Student Name:

Student Number:

Establishment:

Project Description:

.....
.....

TRAINING PATH

<u>ACTIVITY</u>	<u>STATUS</u>		<u>Period</u>
	<u>I</u>	<u>R</u>	
<u>Site Work: (about TWO weeks)</u>			
1. Supervising construction activities	X	X
2. Construction progress Reports	X	X
3. Request for Inspection (RFI)	X	X
4. Site meetings		X
<u>Office Work: (about FOUR weeks)</u>			
1. Design drawings and calculations	X	X
2. Reviewing construction documents	X	
3. Pricing	X	
4. BGT reports (budgeting)	X	X
5. Technical queries	X	X
6. Tracking of long lead items	X	

I: training, R: reporting

PERFORMANCE REPORT

1. Performance Summary & Accomplishment (summarize accomplishment in relation to goals & objectives for the training period):

.....
.....

2. Evaluation:

Technical & Knowledge Skills 1	Work Quality 2	Communication & Interpersonal Skills 3	Initiative & Motivation 4	Management & Organizational Skills 5	Leadership 6	Sum of 1-6
					 /30

Performance rating Scale : 5 - Exceptional, 4 - Exceed Requirement, 3 - Fully Performing, 2 - Require Improvement, 1 - Poor

3. Strength:

4. Weakness:

5. Improvement needs:

6. Computer Skills required: () Primavera () AutoCAD () Microsoft Office

Mentor Signature:

Date:.....