

**ASSIGNMENT 4**

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| Subject | : | Technology and Information System (SECP1513) |
| Task | : | **NEWSLETTER** on Industrial Visit |
| Title | : | Technology Information System and Industrial Visit |
| Due | : | **20 Jan 2025** |
| Submission | : | Submit softcopy (in .pdf format) via e-learning and e-portfolio, GitHub. |

## Instruction:

1. Students are required to prepare **TWO (2) PAGES NEWSLETTER** on Industrial Visit.
2. For this **Industrial Visit**, the content should include a description on:
   1. Summary of the visit.
   2. The technologies and issues discussed in the visit.
   3. The reflection from the visit.

**\*\*Note**: The content of your newsletter is your own opinion and views. You may refer the rubric of newsletter in the next page.

1. The **two (2) pages newsletter** will contribute 10% of the course assessment.
2. Follow the **Format of Newsletter** as follows:
   1. Portrait layout.
   2. Justify alignment for text description.
   3. Include the date in each newsletter.
   4. Include your name & matric card at the bottom in each newsletter.
   5. Design your newsletters using your own creativities.
3. You may refer the following link as your reference for your newsletter making:
4. <https://www.postermywall.com/index.php/art/template/2375c421a3e60145601c826d45ab2762/newsletter-poster-template#.YY6JYmBBw2w>
5. <https://www.postermywall.com/index.php/posterbuilder/copy/3a7b215731335fa7c81eb37d3fe661f6>
6. **PLAGIARISM** of the content is prohibited. If any of the content is known to be copied from other website/review/blogs, you will be given **ZERO (0) mark**.
7. You can get photos/information from other resources, but you must include **credits (In citation/link)** to the original owners.

**Rubric for Two (2) Pages Newsletter**

| **Criteria** | **Excellent**  **10-7** | **Fair**  **6-4** | **Poor**  **3-0** | **WEIGHTAGE** | **MARKS** | |
| --- | --- | --- | --- | --- | --- | --- |
| Informative and Attractive | * Provide accurate information (content). * All required information is presented in a logical order. | * Some information (content) is inaccurate, but presented in a logical order. * Very few required information is missing and presented in a logical order. | * Most Information (content) are inaccurate, or not presented in a logical order, making it difficult to follow. * Most required information is missing and not presented in a logical order, making it difficult to follow. | 10 | \_\_\_\_ X 10  10 | |
| Contents | * **Newsletter** on Industrial Visit contents:   Summary, the discussed issue, reflection and so on. | | | 30 | | \_\_\_\_ X 30  10 | |
| * All contents included * Very good presentation of content and well organized. * Use many graphics and pictures. | * Included but not well covered * Moderate presentation of content and well organized * Use moderate graphics and pictures. | * Included but poorly covered * Lack of content and not organized properly. * Use inappropriate graphics or pictures. |  |  | |
| Reflection | * **Newsletter** on Industrial Visit:   What is the motivation/ insights/information did you gain from this industrial visit on how the innovation helps human life in particular aspect? | | | 30 | \_\_\_\_ X 30  10 | |
| * Excellent explanation | * Fair explanation | * Poor explanation |
| Features | * Include all required features, such as main article, graphics with captions and editorials. * All features relate to the subject and are appropriate for the targeted audience. * The layout is creative. | * Not all required features, such as main article, graphics with captions and editorials. * All features are almost related to the subject and are appropriate for the targeted audience. * The layout shows some degree of creativity but is not organized logically and/or is cluttered. | * Lack of features, such as main article, graphics with captions and editorials. * All features are unrelated to the subject and are inappropriate for the targeted audience. * The layout is messy, disorganized or cluttered.   . | 10 | \_\_\_\_ X 10  10 | |
| Organization and Structure | * Structure of text is interesting and organized very well, easy to understand. | * Structure of text is quite interesting and organized. | * Most parts of the structure of text are not really interesting and unorganized. | 10 | \_\_\_\_ X 10  10 | |
| Text | * All texts are easy to read and clear explanation. * Use appropriate font size. * Use not more than three different font styles. | * Most texts are easy to read and clear explanation. * Use appropriate font size. * Use more than three different font styles. | * Some texts are difficult to read unclear explanation. * Use medium font size. * Use more than four different font styles. | 5 | \_\_\_\_ X 5  10 | |
| Timeliness | * Due on time | * Due one day late | * Due more than one day late | 5 | \_\_\_\_ X 5  10 | |
| **Total** | | | | | / 100 | |