



**Pusat Pengajian  
Pengkomputeran**

SCHOOL OF COMPUTING

**Universiti Utara Malaysia**

## **STIX 3912 PRACTICUM**

**Semester** \_\_\_\_\_ **Session** \_\_\_\_\_

**A**

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**PRAK02**

# **UUM's SUPERVISOR**

## **EVALUATION FORM**

This evaluation contributes **60%** of the total marks for practicum.

Matric No. : \_\_\_\_\_

Student Name : \_\_\_\_\_

Organization : \_\_\_\_\_

\* Section A MUST be filled in by the visiting lecturer

## SECTION A: PROJECT PRESENTATION (20%)

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Verbal Communication (10%)</b>						
<b>Purpose of presentation</b>	Incomprehensible	Vague	Moderately clear	Clear	Very clear	
<b>Content</b>	No grasp of subject matter	Lack of understanding of subject matter	Understand some of the subject matter	Understand most of the subject matter	Fully understand the subject matter	
<b>Clear delivery of ideas</b>	Not able to deliver ideas clearly and require major improvements	Able to deliver ideas and require further improvements	Able to deliver some ideas and require minor improvements	Able to deliver ideas fairly clearly	Able to deliver various ideas with great clarity	
<b>Confident delivery of ideas</b>	Not able to deliver ideas confidently	Able to deliver ideas with limited confidence and require further improvements.	Able to deliver ideas with some confidence but still require minor improvements	Able to deliver ideas fairly confidently	Able to deliver ideas confidently	
<b>Effective &amp; articulate delivery of ideas</b>	Not able to deliver ideas	Able to deliver ideas	Able to deliver ideas with limited effect and require further improvements	Able to deliver ideas fairly effectively and require minor improvements	Able to deliver ideas effectively and articulately	
<b>Adapt delivery to audience level</b>	Not able to deliver appropriately to the audience level	Able to deliver ideas with limited appropriateness to the target audience and require further improvements.	Able to deliver ideas appropriately to the target audience	Able to deliver ideas appropriately to the target audience well	Able to fully deliver ideas appropriately very well	
<b>Voice &amp; pronunciation</b>	Mumbles, reading	Mumbles at certain places, most of the audience has difficulty in hearing the presentation	Voice is sometimes low, pronounce some words correctly. Some of the audience can hear the presentation	Voice is clear, pronounced words correctly. Most of the audience can hear the presentation	Voice is very clear. Pronounced words correctly. Audience can hear the presentation	
<b>Eye contact</b>	No eye contact. Reading notes.	Occasional use of eye contact. Frequently reading notes	Moderate use of eye contact. Still reads notes	Maintains eye contact most of the time. Occasionally refers to notes	Maintain eye contact with audience, do not refer to notes nor having notes at hand	
<b>Understand and respond to questions</b>	Not able to understand and respond to any question	Partly understand the questions but not able to accurately answer the questions	Able to understand and briefly answer questions	able to respond to questions reasonably well	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples	
Sub-total						
Total A (sub-total/36*10)						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Practical - Project demo (10%)</b>						
<b>Functionality</b>	Project is not functional	Less than half of the project is functional	More than half of the project is functional	Project is functional but some parts can be improved	Project is perfectly functional	
<b>Functional Specification</b>	Design does not include any of the mandatory requirements	Design includes very few mandatory requirements	Design includes only some mandatory requirements	Design includes most of the mandatory requirements	Design includes all mandatory requirements and suitable non-requirements	
<b>System interaction</b>	Hard to figure out how to even get started	Hard to use	Can be used after some repetitive effort to learn	Easy to use after one or twice repetitive effort to learn	Intuitive, easy to use without any training	
<b>Aesthetic</b>	There is no clear theme presented; the size, color, and placement of each element did not work together	There are themes but not consistent	Themes and interface elements (size, color, and placement) need to be learned	Themes and interface elements (size, color, and placement) that should work together needs further improvement	Themes and interface elements (size, color, and placement) work together, creating a clear path to understanding the interface	
	The interfaces fail to enable users to understand how things will work as it is not consistent (no affordance)	The interface enables users to guess how things will work where the interface design presents a lot of inconsistencies (slight affordance but only one or two objects)	The interface enables users to understand how things will work, but users need help to use it as the consistency of the design needs more improvement (some affordance)	The interface enables users to better understand how things will work, but the consistency in design can be further improved	The interface enables users to easily understand how things will work, increasing their efficiency by presenting consistent design. (full affordance)	
	Too crowded and no appearance of a layout being designed.	Complicated layout arrangement with unnecessary features/elements.	Some layout are inflow, some are not	Simple layout but not up to professional look and feel	Simple layout but neat and professional.	
<b>Beneficial to organization</b>	Project is not beneficial	Less than half of the project is beneficial	More than half of the project is beneficial	Project is beneficial but some parts can be improved	Project is beneficial to organization	
<b>Ready for implementation</b>	Project is not ready to be implemented	Less than half of the project is ready to be implemented	More than half of the project is ready to be implemented	Project is ready to be implemented but some modules can be improved	Project is ready to be implemented	
Sub-total						
Total B (sub-total/32*10)						

Reported by:

<b>Visiting Lecturer</b>	
<b>Name</b> :	<b>Staff Id</b> :
<b>Signature</b> :	<b>Date</b> :
<b>Official Stamp</b> :	

\* Sections B and C MUST be filled in by UUM's Supervisor

## SECTION B: INDIVIDUAL ASSESSMENT (20%)

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Knowledge (3%)</b>						
<b>Understanding of organization governance</b>	Poor understanding of the organization governance	Limited understanding of the organization governance	Fair understanding of the organization governance	Good understanding of the organization governance	Excellent understanding of the organization governance and can explain off hands	
<b>Knowledge of key business principles and practices</b>	Do not understand the important information from a business point of view	Poor understanding what is Important from a business point of view	Often need guidance in understanding what is important from a business point of view	Good understanding of the important information from a business point of view and able to use it to solve relevant problems	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities	
<b>Ability to apply knowledge into practices</b>	Do not demonstrate skills in applying knowledge to practical problems	Demonstrates minimal skills in applying knowledge to practical problems	Demonstrates moderate skills in applying knowledge to practical problems	Demonstrates reasonable skills in applying knowledge to practical problems	Demonstrates excellent skills in applying knowledge to practical problems	
Sub-total						
Total C (sub-total/12*3)						
<b>Problem solving (10%)</b>						
<b>Problem Identification</b>	Not able to explain a problem, even with assistance	Able to partially explain a problem with maximum assistance	Able to explain a problem with minimum assistance	Independently able to explain a problem without assistance	Able to provide explanation of problem clearly and accurately	
<b>Analysis</b>	Not able to organize and analyze gathered requirements and fails to define the factors that contribute to the problem/issue or explain the root of the problem	Finds difficulty in organizing and analyzing gathered requirements and finds difficulty in explaining the factors that neither contribute to the problem/issue nor explains the root of the problem	Able to organize and analyze gathered requirements, but does not clearly describe the factors that contribute to the problem/issue or clearly explain the root of the problem	Able to organize and analyze gathered requirements, describe <b>some</b> factors that contribute to the problem/issue or explain the possible roots of the problem	Able to organize and analyze gathered requirements, clearly describe the factors that contribute to the problem/issue or explain the root of the problem	
<b>Application</b>	Not able to apply any new idea or knowledge to a given problem	Barely able to apply new idea	Limited ability to apply new idea or knowledge	Able to apply new idea or knowledge to a given problem with assistance from lecturer or student.	Able to apply new idea or knowledge to a given problem independently	
<b>Decision Making</b>	Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance	Able to make <b>some</b> decisions based on comparison and contrast between information, ideas and available solution with maximum assistance	Able to make decisions based on comparison and contrast between information, ideas and available solutions with some help	Able to make decisions based on comparison and contrast between information, ideas and available solutions	Able to make effective and excellent decisions based on comparison and contrast between information, identify problems and available solutions	
Sub-total						
Total D (sub-total/16*10)						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
Social Skill & Responsibility (2%)						
Self-expression	Not confident in doing a task	Limited self-confidence in doing a task	Sometimes demonstrate self-confidence	Frequently demonstrate self-confidence	Always display self-confidence	
	Too self centred	Self centred	Sometimes accept other people's perception of self	Frequently accept other people's perception of self	Always accept other people's perception of self with an open heart	
	Not aware of self ability and potential	Able to realize the self ability and potential when raised by others	Sometimes accept and give praise and feedback	Frequently accept and give praise and feedback	Always accept and give praise and constructive, rational feedback	
Interaction with others	No interest to participate in conversations	Less interest to participate in conversations	Take part in conversations when initiated by others	Take the initiative to start a conversation	Start, maintain and end a conversation in a friendly manner	
	No eye contact	Inappropriate eye contact	Less eye contact	Reserved eye contact	Maintain good/ appropriate eye contact	
Etiquette	Need guidance to be ethical when carrying out responsibilities to the society	Lack of ethics when carrying out responsibilities to the society	Ethical when carrying out responsibilities to the society, but sometimes put self interest first	Frequently ethical when carrying out responsibilities to the society	Always ethical and promote being ethical when carrying out responsibilities to the society	
Sub-total						
Total E (sub-total/24*2)						
Values, Attitudes & Professionalism (3%)						
Appearance	Show appearance, not appropriate to situations or wear improper attire at all times	Show appearance, less appropriate to situations or wear improper attire most of the time	Show appearance, appropriate to situations and wear proper attire in general	Show appearance, appropriate to situations and most of the time wear proper attire	Always show appearance, appropriate to situations and wear proper attire at all times	
Proactive & Volunteerism	Demonstrate no interest to offer him/herself when offered to perform a certain task	Demonstrate less interest to offer him/herself when offered to perform a certain task	Agree to offer him/herself when offered to perform a certain task (reactive)	Offer him / herself voluntarily to perform a certain task	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task	
Work Ethics	Practice inappropriate working culture such as bad behaviour, not punctual as well as not being efficient, not productive and unethical at work in almost all situations	Sometime shows appropriate working culture such as inconsistent behaviour, less punctual as well as being less efficient, productive and ethical at work in many situations	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in general	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in most situations	Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations	
Attendance to workshop I	Absent				Attended	
Attendance to workshop II	Absent				Attended	
Sub-total						
Total F (sub-total/20*3)						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Lifelong Learning (2%)</b>						
<b>Self Learning</b>	Not able to self learn	Limited ability to self learn	Sufficient ability to self learn	In general, able to self learn	Good ability to self learn	
<b>Interest</b>	Show no interest in exploring issues for a given task	Show limited interest in exploring issues for a given task	Demonstrate some interest in exploring issues for a given task	Demonstrate sufficient interest for exploring issues for a given task	Readily interested in exploring issues for a given task	
<b>Initiative</b>	No initiative to complete a task	Demonstrate limited initiative in completing a task	Demonstrate moderate initiative in completing a task	Demonstrate good initiative in completing a task	Demonstrate excellent initiative in completing a task	
<b>Effort</b>	No effort to complete task	Minimal effort to complete task	Sufficient effort to complete task	Good effort to complete task	Excellent effort to complete task	
Sub-total						
<b>Total G (sub-total/16*2)</b>						

**SECTION C: PROJECT ASSESSMENT (20%)****Written Communication**

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Proposal (4%)</b>						
<b>Project Title</b>	Incomprehensible	Vague and not relevant	Moderately clear and relatively irrelevant	Clear but lack relevance	Very clear and relevant to the field of IT and organization's need	
<b>Problem Statement, Significance of the Study</b>	Problem is vaguely stated. No justification between purpose and problem/opportunity. The project is <b>not</b> significant	Problem is too broad. Lack of justification between purpose and problem/opportunity. The project is <b>not</b> significant	Problem is stated. Justification between purpose and problem/opportunity is not clear. The project <b>lack</b> significance	Problem are stated and justified but one or more are not stated in a clear and concise manner. The project is significant but are not highlighted clearly	Problem is stated and justified very clearly. The project is highly significant	
<b>Objectives</b>	Objectives are not clearly stated	Objectives are not aligned with stated problem	Objectives are stated but there is lack of coherence to the stated problem	Objectives are stated but one or more are not stated in a clear and concise manner	Manageable numbers of objectives that is clear and aligned with the stated problem	
<b>Scope</b>	Not relevant and do not fulfill Practicum requirements	Too small/broad and do not fulfill the Practicum requirements	Manageable scope but not viable for Practicum requirements	Fulfill Practicum requirements but need some improvement	Manageable, viable, relevant scope and fulfill Practicum requirements	
<b>Methodology</b>	Not written	Methods for collecting and analyzing requirements are minimally discussed also do not aligned with objectives	Methods for collecting and analyzing requirements are minimally discussed but aligned with the objectives	Methods for collecting and analyzing requirements are adequately discussed relative to the research objectives	Methods for collecting and analyzing requirements are thoroughly discussed relative to the objectives	
<b>Feasibility study</b>	Not feasible	Unclear	Moderately feasible	Reasonable	Feasible	
Sub-total						
Total H (sub-total/24*4)						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 excellent	Marks
<b>Report draft (4%)</b>						
<b>Completeness</b>	Incomplete	Incomplete but the important component is there	Complete but require minor improvements	Complete but not well written	Complete and well written	
<b>Structure</b>	Not able to write ideas coherently	Able to write ideas with limited coherence and require major improvements	Able to write ideas fairly coherently but require minor improvements	Able to write ideas coherently, yet can be improved	Able to write ideas with excellent coherence	
<b>Mechanics/ format</b>	Poorly formatted  Does not follow any guidelines	Formatted but require further improvements  Reflects minimal knowledge of APA/IEEE guidelines Reflects minimal knowledge of APA/IEEE guidelines	Formatted with minor improvements  Reflects incomplete knowledge of APA/IEEE guidelines	Adequately formatted  Uses APA/IEEE guidelines with minor violations to cite sources	Well formatted  Uses APA/IEEE guidelines accurately and consistently to cite sources	
Sub-total						
Total I (sub-total/12*4)						
<b>Final report (10%)</b>						
<b>Establishing the project context</b>	Problem is vaguely stated while objectives are not stated	Problem is too broad. Objectives are not aligned with stated problem	Problem is stated but there is lack of coherence between purpose, problem/ opportunity and objectives	Problem and objectives are stated but one or more are not stated in a clear and concise manner	Problem is stated very clearly. Manageable numbers of objectives that is clear and aligned with the stated problem	
<b>Appropriate methodology in carrying out the project</b>	Methods for collecting and analyzing requirements to support project objectives are not discussed	Methods for collecting and analyzing requirements are wrongly discussed relative to the project objectives	Methods for collecting and analyzing requirements are minimally discussed relative to the project objectives	Methods for collecting and analyzing requirements are adequately discussed relative to the project objectives	Methods for collecting and analyzing requirements are thoroughly discussed relative to the project objectives	
<b>Discussion, conclusion, implication &amp; recommendation</b>	Discussion and conclusions are not presented  limitation and recommendation are not presented	Discussion and conclusions are unclear  Limitation and recommendation are unclear	Discussion and conclusions are presented but less clear, irrelevant to objectives  Limitation and recommendation are presented but less clear	Discussion, conclusions, limitation and recommendation are moderately presented	Effective discussion and conclusions  Limitation and recommendation are clearly presented	
<b>Report organization and structure</b>	The organization is problematic or nonexistent	The organization is unclear or ineffective	The organization is not clear or does not follow the required report structure	The organization is clear but containing minor problems	Well organized	
<b>Graphics (charts, tables, graphs)</b>	Diagrams and illustrations are not used to clarify the content	Diagrams and illustrations are neither neat nor entirely accurate and they don't add much to the content	Diagrams and illustrations are somewhat accurate though do not add understanding to the content	Diagrams and illustrations are accurate	All diagrams and illustrations are neat, accurate and add understanding to the content	
<b>Mechanics (punctuations, grammar, spelling)</b>	Poorly formatted	Formatted but require major improvements	Formatted with minor improvements	Adequately formatted	Well formatted	



References	Does not follow any guidelines	Reflects minimal knowledge of APA/IEEE guidelines	Reflects incomplete knowledge of APA/IEEE guidelines	Uses APA/IEEE guidelines with minor violations to cite sources	Uses APA/IEEE guidelines accurately and consistently to cite sources	
Sub-total						
Total J (sub-total/32*10)						
Log book (2%)						
Completeness	Incomplete	Less than half are complete	More than half are complete	Complete but not detailed	Complete and reasonably detailed to the level of Practicum report	
Total K (sub-total/4*2)						

Section A Project Presentation (20%)	A: Verbal Communication	/10%
	B: Practical - Project demo	/10%
Section B Individual Assessment (20%)	C: Knowledge	/3%
	D: Problem solving	/10%
	E: Social Skill & Responsibility	/2%
	F: Values, Attitudes & Professionalism	/3%
	G: Lifelong Learning	/2%
Section C Project Assessment (20%)	H: Proposal	/4%
	I: Report draft	/4%
	J: Final report	/10%
	K: Log book	/2%
Grand total (A + B + C + D + E + F + G + H + I + J + K)		/60%
100%		