



**Pusat Pengajian
Pengkomputeran**

SCHOOL OF COMPUTING

Universiti Utara Malaysia

STIX 3912 PRACTICUM

Semester _____ Session _____

A

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PRAK01

**ORGANIZATION
EVALUATION FORM**

This evaluation contributes **40%** of the total marks for practicum. Kindly submit this form directly to UUM lecturer

Matric No. : _____

Student Name : _____

Organization : _____

*** Reported by the following officer**

| | | |
|-----------------------|---|--|
| Name | : | _____ |
| Signature | : | _____ Date: _____ |
| Official Stamp | : | <div style="border: 1px solid black; height: 150px; width: 100%;"></div> |

* Officer with at least Bachelor degree qualification

INSTRUCTION

Please give marks for the following items.

SECTION A: INDIVIDUAL ASSESSMENT (20%)

| Sub-attributes | 0 Poor | 1 Weak | 2 Fair | 3 Good | 4 Excellent | Marks |
|---|---|---|---|---|---|-------|
| Knowledge (3%) | | | | | | |
| Understanding of organization governance | 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 | |
| Knowledge of key business principles and practices | 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 | |
| Ability to apply knowledge into practices | 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 A % (sub-total/12*3) | | | | | | |
| Verbal communication (4%) | | | | | | |
| Clear delivery of ideas | 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 | |
| Confident delivery of ideas | 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 | |
| Effective & articulate delivery of ideas | 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 | |
| Sub-total | | | | | | |
| Total B (Sub-total/12*4) | | | | | | |
| Written communication (3%) | | | | | | |
| Clearly written academic discourse | Not able to write ideas | Able to write ideas with limited clarity and require major improvements | Able to write ideas regardless of substance but require minor improvements (still unstructured) | Able to write ideas with substance but limited in structure | Able to write ideas with good substance, clear and structured | |
| Total C (Sub-total/4*3) | | | | | | |

| Sub-attributes | 0 Poor | 1 Weak | 2 Fair | 3 Good | 4 Excellent | Marks |
|---|--|---|--|--|---|-------|
| Social Skill & Responsibility (3%) | | | | | | |
| 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 with an open heart | 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 | Less eye contact | Limited eye contact | Appropriate eye contact | Maintain good 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 D (Sub-total/24*3) | | | | | | |
| Values, Attitudes & Professionalism (4%) | | | | | | |
| 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 | |
| Sub-total | | | | | | |
| Total E (Sub-total/12*4) | | | | | | |

| Sub-attributes | 0 Poor | 1 Weak | 2 Fair | 3 Good | 4 Excellent | Marks |
|---------------------------------|---|--|--|---|---|-------|
| Lifelong Learning (3%) | | | | | | |
| Self Learning | 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 | |
| Interest | 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 | |
| Initiative | 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 | |
| Effort | 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 | | | | | | |
| Total F (Sub-total/12*3) | | | | | | |

SECTION B: PROJECT ASSESSMENT (20%)

| Sub-attributes | 0 Poor | 1 Weak | 2 Fair | 3 Good | 4 excellent | Marks |
|---|---|---|--|--|---|-------|
| Practical – Project Presentation (10%) | | | | | | |
| Purpose of presentation | Incomprehensible | Vague | Moderately clear | Clear | Very clear | |
| Content | 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 | |
| Adapt delivery to audience level | 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 some ideas appropriately to the target audience well | Able to fully deliver ideas appropriately | |
| Voice & pronunciation | 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 | |
| Eye contact | 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 | |
| Understand and respond to questions | Not able to understand and respond to a question | Partly understand the questions but not able to accurately answer the question | 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 | |
| Project demo | project is not functional | Most of the features are not functional | Half of the project is functional but not effective (to the objectives of the system) | project is functional but some parts can be improved | project is perfectly functional | |
| Beneficial to organization | project is not beneficial | Only a few functions are beneficial | Parts of the project are beneficial – only to certain categories of users | project is beneficial but some parts can be improved | Project is beneficial to organization and all categories of specified users | |
| Ready for implementation | 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 fully ready to be implemented | |
| Sub-total | | | | | | |
| Total G (Sub-total/36*10) | | | | | | |

| Sub-attributes | 0 Poor | 1 Weak | 2 Fair | 3 Good | 4 Excellent | Marks |
|----------------------------------|---|--|--|--|---|-------|
| Problem Solving (20%) | | | | | | |
| Problem Identification | 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. | |
| Analysis | 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 some 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. | |
| Application | 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. | |
| Decision Making | Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance. | Able to make some 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 H (Sub-total/16*10) | | | | | | |

Grand total
(A + B + C + D + E + F + G + H)

100%

| |
|------|
| /40% |
| |

SECTION C: OVERALL FEEDBACK

1. Please state your overall opinion with regards to the performance of our student.

2. Based on your experience with the current students, what are the skills lacking?

3. Please indicate expected skills required from future practicum students.

4. Student has been offered to be recruited in this organization.

| | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |