SECTION E
Overall Grading (Company Supervisor)

Name of Student: _____

Instruction to Supervisor:
You are required to assess the student once in four weeks for the student's continual improvement.

RATING SCALE & DESCRIPTORS

Rating	Descriptors
5	Exceeds expectations in the area assessed
4	Very good in the area assessed
3	Good in the area assessed
2	Generally effective in the area assessed
1	Does not meet expectations in the area assessed

ASSESSMENT CRITERIA

- Circle only one rating based on the above description.
- Refer to Table A on the next page, on areas to consider when rating each assessment criterion.
- Refer to Table B on the next page, on how to award the Overall Grade based on the rating awarded to each assessment criterion.

		5	4	3	2	1
1.	**WORKPLACE KNOWLEDGE, COMMUNICATION AND INTERPERSONAL SKILLS**	5	4	3	2	1
2.	**TECHNICAL KNOWLEDGE & SKILLS**	5	4	3	2	1
3.	**INDEPENDENT LEARNING SKILLS**	5	4	3	2	1
4.	**OVERALL PERFORMANCE** I am satisfied with the performance and contributions of this student.	5	4	3	2	1

5. Overall Grading

Average Rating based on the above four assessment criteria : _____

Overall Grade: _____

6. Overall Comments
Please comment on student's strengths and areas for improvement.

_____   _____
           Name of Supervisor   Signature/Date

Please click on the ☑ Lock document after signing before clicking the (Sign) button

SECTION C
Assessment of Student's Performance

SOC Internship - Assessment Rubrics For Company Supervisor

Table A: Assessment Criteria

Rating scale	1	2	3	4	5
Descriptors	Unsatisfactory	Average	Good	Very Good	Excellent
1 WORKPLACE KNOWLEDGE, COMMUNICATION AND INTERPERSONAL SKILLS					
1.1 **Organisational Skills** Plans and organises assigned work.	Not able to plan and organize information needed to complete tasks. The organizational methods always cause the student stress.	Seldom able to plan and organize information needed to complete tasks. The organizational methods often cause the student stress.	Sometimes able to plan and organize information needed to complete tasks. The organizational methods sometimes cause the student stress.	Almost always able to plan and organize information needed to complete tasks. The organizational methods never cause the student stress.	Always able to plan and organize information needed to complete tasks. The organizational methods help the student to reduce stress.
1.2 **Communication Skills** Communicates effectively in verbal/non-verbally and is comfortable with differing points of view/perspectives.	Spoken language is not clear and it is difficult for others to understand. Unclear and full of mistake in written communications.	Demonstrate competence in oral communications in one-on-one settings. Written communications have some mistakes but can be understood by others.	Clear, comprehensible and Organized in spoken language, demonstrate competence in oral communication in the context of very small groups (<5). Written communications are of informal nature, such as descriptive reports and notes.	Clear, comprehensible and Organized in spoken language, demonstrate competence in oral communication in the context of samll groups (<10). Written communications are of formal nature, such as essay exams or formal reports.	Clear, comprehensible and Organized in spoken language, demonstrate competence in oral communication in the context of medium groups (> 10). Written communications are of publiaiton quality, such as a manuscript, dissertation or grant proposal.
1.3 **Attendance & Punctuality** Maintains good attendance and punctuality.	Attendance rate < 90% Frequently late or leave earlier than the end of actual duty hours (>50%)	Attendance rate ≥ 90% Student is often (≥ 10%) slighly late or leave just before end of actual duty hours	Attendance rate ≤ 95%. Occasionally (≤ 5%) late or leave just before end of the actual duty hours but never not locatable.	Attendance rate ≤ 98%. Clearly can be relied on to be on-time or present for normal duties.	Perfect and puctual attendance. In addition, can be counted on to put in the extra mile when it matters.
1.4 **Attitude** Demonstrates commitment, motivation and reliability towards work assignments.	Never focuses on the task and never tries to do the work to the best of his/her ability. Never stays on tasks without reminders.	Focuses on the task and tries to do the work to the best of his/her ability some of the time. Stays on tasks without reminders sometimes.	Focuses on the task and tries to do the work to the best of his/her ability most of the time. Stays on tasks without reminders most of the time.	Usually focuses on the tasks and tries to do the work to the best of his/her ability. Often stays on tasks without reminders.	Always focuses on the tasks and tries to do the work to the best of his/her ability. Always stays on tasks without reminders.
1.5 **Teamwork** Able to work effectively with others towards the accomplishment of common goals. Able to work well and interacts respectfully with colleagues from diverse backgrounds (where applicable)	Shows no concern for the work of others. Often touchy and uncooperative. A dysfunctional team member whom others find a hindrance.	Normally cooperative, raises few difficulties	Works well with most colleagues.	Works well with most colleagues and takes the effort to reach out and collaborate with others	Strong team-player, and has excellent people skills allowing him/her to bring people together to collaborate and work out problems.
2 TECHNICAL KNOWLEDGE & SKILLS					
2.1 **Technical Competence** Able to apply relevant skills effectively and proficiently.	Does not understand project's technicalities and associated technical limitations. No effort shown in critical thinking and learning.	Does not understand project's technicalities and associated technical limitations. Very little effort shown in critical thinking and learning.	Able to understand some of project's technicalities and associated technical limitations. Show learning mainly from company supervisor(s) with some some effort of research and study.	Able to understand most of project's technicalities and work around associated technical limitations. Able to look at things in new ways, learn new skills, show deep understanding.	Able to understand all of project's technicalities and work around associated technical limitations Develop and learn new skills quickly. Able to think about things more critically and in a deeper way.
2.2 **Timeliness & Quality of Work** Able to produce quality work in accordance with schedules and timelines.	The work done barely has any quality, such as sloppy work. Never follow the timelines.	The work just meet the minimum standard but lots of areas of improvement. Seldom follow the timelines.	The work produced meets what is expected with some areas of improvement. Often follow the timeline.	Quality work produced which above the expectations. Always follow the timeline.	Excellent quality of work produced which exceeded expectations greatly. Always follow the timeline or sometimes ahead of the timeline.
2.3 **Initiative** Is resourceful and can act and respond independently or with minimal guidance.	Absolutely no initiative. Cannot be trusted to work even under constant and direct supervision.	Able to work independently only for simple tasks under supervision.	Works well independently for most general tasks.	Takes the initiative to do things beyond being instructed.	Beyond working independently, able to effectively navigate and find resources inside or outside the company.
3 INDEPENDENT LEARNING SKILLS					
3.1 **Self-Learning capability** Able to acquire new skills and apply knowledge learnt.	Needs to be handheld, even for straight-forward tasks. Not able to solve simple problems on his own.	Occasionally needs to be handheld, even for straight-forward tasks. Able to work well for very simple tasks and solve simple problem only under supervision.	With some encouragement, try new things that are relevant for work. Able to work independently for simply tasks and solve some symptoms or provide fixes, but does not identify or tackle root cause of problems.	Generally ready to try new things that are relevant for work. Works well independently for most general tasks and finds working solutions to general problems or issues.	Clearly eager to learn - tries new things that are relevant for work, taking care to make necessary preparations. Finds working solutions to most problems, including complex ones. Solutions are not usually innovative or elegant, but are usually reliable.
3.2 **Resourcefulness** Is resourceful and able to resolve problem when challenges are encountered.	Absolutely no interest or effort to learn. Simply does whatever is easiest without regard for effectiveness or relevance.	Show some interest to learn, but unable to apply concepts or technology effectively.	Eager to learn, and generally able to apply concepts or technology to some of the work assigned	Learns quickly and consistently applies relevant technology or business concepts to most tasks assigned.	Takes the initiative to do things beyond being instructed. Learns quickly and beyond applying relevant technology or business concepts, is able to teach or guide other.
4 OVERALL PERFORMANCE					
I am satisfied with the performance and contributions of this student.	Work is completely haphazard. Last minute rush to meet deadlines without any quality. No contribution to the company.	Work is reasonably systematic and meets the minimum standard, with minor hiccups. Most deadlines are met. Minimum contribution to the company.	Work is clearly systematic and meets the expected standard. Most deadlines are met. Fair amount of contribution to the company.	Work is not only systematic but effective with good quality. Most deadlines are either met or surpassed. Good contribution to the company.	Work is not only systematic but effective with excellent quality, using the good strategy to accelerate implementation. All deadlines are either met or surpassed. Excellent contribution to the company.

Table B: Average Rating to Overal Grade

Average Rating	Overall Grade
Higher or equal to 4.5	Distinction
Higher or equal to 4.0	A (Excellent)
Higher or equal to 3.5	B+ (Very Good)
Higher or equal to 3.0	B (Good)
Higher or equal to 2.5	C+ (Good Credit)
Higher or equal to 2.0	C (Credit)
Higher or equal to 1.5	D (Pass)
Less than 1.5	F (Fail)