**2NF**

**Table Practicum**

| MatricNo. | Student Name | Organization | Session |
|---|---|---|---|
|  |  |  |  |

| MatricNo. | Semester | Session |
|---|---|---|
|  |  |  |

**Officer**

| Officer_ID | Officer Name | Date |
|---|---|---|
|  |  |  |

| Officer_ID | Date |
|---|---|
|  |  |

**Knowledge**

| Knowledge_ID | Sub_Attribute |
|---|---|
| K001 | Understanding of organization governance. |
| K001 | Knowledge of key business principles and practices |
| K001 | Ability to apply knowledge into practices |

| Knowledge_ID | Type of Mark | Activity |
|---|---|---|
| K001 | **0**<br>**Poor** | Poor understanding of the organization governance |
| K001 | **1**<br>**Weak** | Limited understanding of the organization governance |
| K001 | **2**<br>**Fair** | Fair understanding of the organization governance |
| K001 | **3**<br>**Good** | Good understanding of the organization governance |
| K001 | **4**<br>**Excellent** | Excellent understanding of the organization governance and can explain off hands |
| K001 | **0**<br>**Poor** | Do not understand the important information from a business point of view |
| K001 | **1**<br>**Weak** | Poor understanding what is Important from a business point of view |
| K001 | **2**<br>**Fair** | Often need guidance in understanding what is important from a business point of view |
| K001 | **3**<br>**Good** | Good understanding of the important information from a business point of view and able to use it to solve relevant problems |
| K001 | **4**<br>**Excellent** | Excellent understanding of the important information; able to |

| | | use it to solve relevant problems and identify new business opportunities |
|---|---|---|
| K001 | **0**<br>**Poor** | Do not demonstrate skills in applying knowledge to practical problems |
| K001 | **1**<br>**Weak** | Demonstrates minimal skills in applying knowledge to practical problems |
| K001 | **2**<br>**Fair** | Demonstrates moderate skills in applying knowledge to practical problems |
| K001 | **3**<br>**Good** | Demonstrates reasonable skills in applying knowledge to practical problems |
| K001 | **4**<br>**Excellent** | Demonstrates excellent skills in applying knowledge to practical problems |

| Knowledge_ID | Sub_Total | Total A |
|---|---|---|
| K001 | | |

## Verbal Communication

| Verbal_ID | Sub_Attribute |
|---|---|
| V001 | Clear delivery of ideas |
| V001 | Confident delivery of ideas |
| V001 | Effective & articulate delivery of ideas |

| Verbal_ID | Type of Mark | Activity |
|---|---|---|
| V001 | 0<br>Poor | Not able to deliver ideas clearly and require major improvements |
| V001 | 1<br>Weak | Able to deliver ideas and require further improvements |
| V001 | 2<br>Fair | Able to deliver some ideas and require minor improvements |
| V001 | 3<br>Good | Able to deliver ideas fairly clearly |
| V001 | 4<br>Excellent | Able to deliver various ideas with great clarity |
| V001 | 0<br>Poor | Not able to deliver ideas confidently |
| V001 | 1<br>Weak | Able to deliver ideas with limited confidence and require further improvements. |
| V001 | 2<br>Fair | Able to deliver ideas with some confidence but still require minor improvements |
| V001 | 3<br>Good | Able to deliver ideas fairly confidently |
| V001 | 4<br>Excellent | Able to deliver ideas confidently |
| V001 | 0<br>Poor | Not able to deliver ideas |
| V001 | 1<br>Weak | Able to deliver ideas |
| V001 | 2<br>Fair | Able to deliver ideas with limited effect and require further improvements |
| V001 | 3<br>Good | Able to deliver ideas fairly effectively and require minor improvements |
| V001 | 4<br>Excellent | Able to deliver ideas effectively and articulately |

| Verbal_ID | Sub_Total | Total_B |
|-----------|-----------|---------|
| V001 | | |

Written Communication

| Written_ID | Sub_Attribute |
|-----------|---------------|
| W001 | Clearly written academic discourse |

| Written_ID | Type of Mark | Activity |
|-----------|--------------|----------|
| W001 | 0<br>Poor | Not able to write ideas |
| W001 | 1<br>Weak | Able to write ideas with limited clarity and require major improvements |
| W001 | 2<br>Fair | Able to write ideas regardless of substance but require minor improvements (still unstructured) |
| W001 | 3<br>Good | Able to write ideas with substance but limited in structure |
| W001 | 4<br>Excellent | Able to write ideas with good substance, clear and structured |

| Written_ID | Sub_Total | Total_C |
|-----------|-----------|---------|
| W001 | | |

Social Skill & Responsibility

| Social_ID | Sub_Attribute |
|-----------|---------------|
| SS001 | Self-expression |
| SS001 | Interaction with others |
| SS001 | Etiquette |

| Social_ID | Type of Mark | Activity |
|-----------|--------------|----------|
| SS001 | 0<br>**Poor** | Not confident in doing a task<br><br>Too self centred<br><br>Not aware of self ability and potential |
| SS001 | 1<br>**Weak** | Limited self-confidence in doing a task<br><br>Self centred<br><br>Able to realize the self ability and potential when raised by others |
| SS001 | 2<br>**Fair** | Sometimes demonstrate self-confidence<br><br>Sometimes accept other people's perception of self<br><br>Sometimes accept and give praise and feedback |
| SS001 | 3<br>**Good** | Frequently demonstrate self-confidence<br><br>Frequently accept other people's perception of self with an open heart<br><br>Frequently accept and give praise and feedback |
| SS001 | 4<br>**Excellent** | Always display self-confidence<br><br>Always accept other people's perception of self with an open heart<br><br>Always accept and give praise and |

| | | constructive, rational feedback |
|---|---|---|
| SS001 | 0<br>**Poor** | No interest to participate in conversations<br><br>No eye contact |
| SS001 | 1<br>**Weak** | Less interest to participate in conversations<br><br>Less eye contact |
| SS001 | 2<br>**Fair** | Take part in conversations when initiated by others<br><br>Limited eye contact |
| SS001 | 3<br>**Good** | Take the initiative to start a conversation<br><br>Appropriate eye contact |
| SS001 | 4<br>**Excellent** | Start, maintain and end a conversation in a friendly manner<br><br>Maintain good eye contact |
| SS001 | 0<br>**Poor** | Need guidance to be ethical when carrying out responsibilities to the society |
| SS001 | 1<br>**Weak** | Lack of ethics when carrying out responsibilities to the society |

| SS001 | 2<br>Fair | Ethical when carrying out responsibilities to the society, but sometimes put self interest first |
|-------|-----------|---------------------------------------------------------------------------------------------------|
| SS001 | 3<br>Good | Frequently ethical when carrying out responsibilities to the society |
| SS001 | 4<br>Excellent | Always ethical and promote being ethical when carrying out responsibilities to the society |

| Social_ID | Sub_Total | Total_D |
|-----------|-----------|---------|
| SS001 | | |

## Values, Attributes & Professionalism

| Values_ID | Sub_Attribute |
|-----------|---------------|
| Val001 | Appearance |
| Val001 | Proactive & Volunteerism |
| Val001 | Work Ethics |

| Values_ID | Type of Mark | Activity |
|-----------|--------------|----------|
| Val001 | 0<br>Poor | Show appearance, less appropriate to situations or wear improper attire most of the time |

| Val001 | 1<br>Weak | Show appearance, less appropriate to situations or wear improper attire most of the time |
|---|---|---|
| Val001 | 2<br>Fair | Show appearance, appropriate to situations and wear proper attire in general |
| Val001 | 3<br>Good | Show appearance, appropriate to situations and most of the time wear proper attire |
| Val001 | 4<br>Excellent | **Always** show appearance, appropriate to situations and wear proper attire at all times |
| Val001 | 0<br>Poor | Demonstrate no interest to offer him/herself when offered to perform a certain task |
| Val001 | 1<br>Weak | Demonstrate less interest to offer him/herself when offered to perform a certain task |
| Val001 | 2<br>Fair | Agree to offer him/herself when offered to perform a certain task (reactive) |
| Val001 | 3<br>Good | Offer him / herself voluntarily to perform a certain task |
| Val001 | 4<br>Excellent | Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task |
| Val001 | 0<br>Poor | 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 |
| Val001 | 1<br>Weak | 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 |
| Val001 | 2<br>Fair | Practice good working culture such as good moral, timeliness as well as |

| | | being efficient, productive and ethical at work in general |
|---|---|---|
| Val001 | 3<br>**Good** | Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in most situations |
| Val001 | 4<br>**Excellent** | Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations |

| Values_ID | Sub_Total | Total_E |
|---|---|---|
| Val001 | | |

Lifelong Learning

| Lifelong_ID | Sub_Attribute |
|---|---|
| L001 | **Self Learning** |
| L001 | **Interest** |
| L001 | **Initiative** |
| L001 | **Effort** |

| Lifelong_ID | Type of Mark | Activity |
|---|---|---|
| L001 | 0<br>**Poor** | Not able to self learn |
| L001 | 1<br>**Weak** | Limited ability to self learn |
| L001 | 2<br>**Fair** | Sufficient ability to self learn |
| L001 | 3<br>**Good** | In general, able to self learn |

| | | |
|---|---|---|
| L001 | **4**<br>**Excellent** | Good ability to self learn |
| L001 | **0**<br>**Poor** | Show no interest in exploring issues for a given task |
| L001 | **1**<br>**Weak** | Show limited interest in exploring issues for a given task |
| L001 | **2**<br>**Fair** | Demonstrate some interest in exploring issues for a given task |
| L001 | **3**<br>**Good** | Demonstrate sufficient interest for exploring issues for a given task |
| L001 | **4**<br>**Excellent** | Readily interested in exploring issues for a given task |
| L001 | **0**<br>**Poor** | No initiative to complete a task |
| L001 | **1**<br>**Weak** | Demonstrate limited initiative in completing a task |
| L001 | **2**<br>**Fair** | Demonstrate moderate initiative in completing a task |
| L001 | **3**<br>**Good** | Demonstrate good initiative in completing a task |
| L001 | **4**<br>**Excellent** | Demonstrate excellent initiative in completing a task |
| L001 | **0**<br>**Poor** | No effort to complete task |
| L001 | **1**<br>**Weak** | Minimal effort to complete task |
| L001 | **2**<br>**Fair** | Sufficient effort to complete task |
| L001 | **3**<br>**Good** | Good effort to complete task |
| L001 | **4**<br>**Excellent** | Excellent effort to complete task |

## Lifelong Learning

| Lifelong_ID | Sub_Total | Total_F |
|---|---|---|
| L001 | | |

## Practical – Project Presentation

| Practical_ID | Sub_Attribute |
|---|---|
| P001 | Purpose of presentation |
| P001 | Content |
| P001 | Adapt delivery to audience level |
| P001 | Voice & pronunciation |
| P001 | Eye contact |
| P001 | Understand and respond to questions |
| P001 | Project demo |
| P001 | Beneficial to organization |
| P001 | Ready for implementation |

| Practical_ID | Type of Mark | Activity |
|---|---|---|
| P001 | 0 Poor | Incomprehensible |
| P001 | 1 Weak | Vague |
| P001 | 2 Fair | Moderately clear |
| P001 | 3 Good | Clear |
| P001 | 4 Excellent | Very clear |
| P001 | 0 Poor | No grasp of subject matter |
| P001 | 1 Weak | Lack of understanding of subject matter |
| P001 | 2 Fair | Understand some of the subject matter |

| | | |
|---|---|---|
| P001 | **3**<br>**Good** | Understand most of the subject matter |
| P001 | **4**<br>**Excellent** | Fully understand the subject matter |
| P001 | **0**<br>**Poor** | Not able to deliver appropriately to the audience level |
| P001 | **1**<br>**Weak** | Able to deliver ideas with limited appropriateness to the target audience and require further improvements. |
| P001 | **2**<br>**Fair** | Able to deliver ideas appropriately to the target audience |
| P001 | **3**<br>**Good** | Able to deliver some ideas appropriately to the target audience well |
| P001 | **4**<br>**Excellent** | Able to fully deliver ideas appropriately |
| P001 | **0**<br>**Poor** | Mumbles, reading |
| P001 | **1**<br>**Weak** | Mumbles at certain places, most of the audience has difficulty in hearing the presentation |
| P001 | **2**<br>**Fair** | Voice is sometimes low, pronounce some words correctly. Some of the audience can hear the presentation |
| P001 | **3**<br>**Good** | Voice is clear, pronounced words correctly. Most of the audience can hear the presentation |
| P001 | **4**<br>**Excellent** | Voice is very clear. Pronounced words correctly. Audience can hear the presentation |
| P001 | **0**<br>**Poor** | No eye contact. Reading notes. |
| P001 | **1**<br>**Weak** | Occasional use of eye contact. Frequently reading notes |
| P001 | **2**<br>**Fair** | Moderate use of eye contact. Still reads notes |

| | | |
|---|---|---|
| P001 | 3<br>**Good** | Maintains eye contact most of the time. Occasionally refers to notes |
| P001 | 4<br>**Excellent** | Maintain eye contact with audience, do not refer to notes nor having notes at hand |
| P001 | 0<br>**Poor** | Not able to understand and respond to a question |
| P001 | 1<br>**Weak** | Partly understand the questions but not able to accurately answer the question |
| P001 | 2<br>**Fair** | Able to understand and briefly answer questions |
| P001 | 3<br>**Good** | able to respond to questions reasonably well |
| P001 | 4<br>**Excellent** | Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples |
| P001 | 0<br>**Poor** | project is not functional |
| P001 | 1<br>**Weak** | Most of the features are not functional |
| P001 | 2<br>**Fair** | Half of the project is functional but not effective (to the objectives of the system) |
| P001 | 3<br>**Good** | project is functional but some parts can be improved |
| P001 | 4<br>**Excellent** | project is perfectly functional |
| P001 | 0<br>**Poor** | project is not beneficial |
| P001 | 1<br>**Weak** | Only a few functions are beneficial |
| P001 | 2<br>**Fair** | Parts of the project are beneficial – only to certain categories of users |

| Practical_ID | Type of Mark | Activity |
|---|---|---|
| P001 | 3<br>**Good** | project is beneficiall but some parts can be improved |
| P001 | 4<br>**Excellent** | Project is beneficial to organization and all categories of specified users |
| P001 | 0<br>**Poor** | project is not ready to be implemented |
| P001 | 1<br>**Weak** | Less than half of the project is ready to be implemented |
| P001 | 2<br>**Fair** | More than half of the project is ready to be implemented |
| P001 | 3<br>**Good** | project is ready to be implemented but some modules can be improved |
| P001 | 4<br>**Excellent** | project is fully ready to be implemented |

| Practical_ID | Sub_Total | Total_G |
|---|---|---|
| P001 | | |

## Problem Solving

| Problem_ID | Sub_Attribute |
|---|---|
| Pr001 | **Problem Identification** |
| Pr001 | **Analysis** |
| Pr001 | **Application** |
| Pr001 | **Decision Making** |

| Problem_ID | Type of Mark | Activity |
|---|---|---|
| Pr001 | 0<br>**Poor** | Not able to explain a problem, even with assistance |

| | | |
|---|---|---|
| Pr001 | **1**<br>**Weak** | Able to partially explain a problem with maximum assistance. |
| Pr001 | **2**<br>**Fair** | Able to explain a problem with minimum assistance. |
| Pr001 | **3**<br>**Good** | Independently able to explain a problem without assistance. |
| Pr001 | **4**<br>**Excellent** | Able to provide explanation of problem clearly and accurately. |
| Pr001 | **0**<br>**Poor** | 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. |
| Pr001 | **1**<br>**Weak** | 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. |
| Pr001 | **2**<br>**Fair** | 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. |
| Pr001 | **3**<br>**Good** | Able to organize and analyze gathered requirements, describe **some** factors that contribute to the problem/issue or explain the possible roots of the problem |
| Pr001 | **4**<br>**Excellent** | Able to organize and analyze gathered requirements, clearly describe the factors that contribute to the problem/issue or explain the root of the problem. |

| Pr001 | 0<br>**Poor** | Not able to apply any new idea or knowledge to a given problem. |
|---|---|---|
| Pr001 | 1<br>**Weak** | Barely able to apply new idea |
| Pr001 | 2<br>**Fair** | Limited ability to apply new idea or knowledge |
| Pr001 | 3<br>**Good** | Able to apply new idea or knowledge to a given problem with assistance from lecturer or student. |
| Pr001 | 4<br>**Excellent** | Able to apply new idea or knowledge to a given problem independently. |
| Pr001 | 0<br>**Poor** | Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance. |
| Pr001 | 1<br>**Weak** | Able to make **some** decisions based on comparison and contrast between information, ideas and available solution with maximum assistance |
| Pr001 | 2<br>**Fair** | Able to make decisions based on comparison and contrast between information, ideas and available solutions with some help |
| Pr001 | 3<br>**Good** | Able to make decisions based on comparison and contrast between information, ideas and available solutions |
| Pr001 | 4<br>**Excellent** | Able to make effective and excellent decisions based on comparison and contrast between information, identify problems and available solutions. |

| Problem_ID | Sub_Total | Total_H |
|---|---|---|
| Pr001 | | |

**SECTION C: Overall Feedback**

| Question 1 | Question 2 | Question 3 | Question 4 |
|---|---|---|---|
| Please state your overall opinion with regards to the performance of our student. | Based on your experience with the current students, what are the skills lacking? | Please indicate expected skills required from future practicum students. | Student has been offered to be recruited in this organization. |