

## 1 UNF

### Table Practicum

MatricNo.	Student Name	Semester	Organization	Session

### Officer

Officer_ID	Officer Name	Date

## Knowledge

Knowledge_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total A
K001	Understanding of organization governance.	0 Poor	Poor understanding of the organization governance		
K001	Understanding of organization governance.	1 Weak	Limited understanding of the organization governance		
K001	Understanding of organization governance.	2 Fair	Fair understanding of the organization governance		
K001	Understanding of organization governance.	3 Good	Good understanding of the organization governance		
K001	Understanding of organization governance.	4 Excellent	Excellent understanding of the organization governance and can explain off hands		
K001	Knowledge of key business principles and practices	0 Poor	Do not understand the important information from a business point of view		
K001	Knowledge of key business	1 Weak	Poor understanding what is Important from a business point of view		

	principles and practices				
K001	Knowledge of key business principles and practices	<b>2</b> <b>Fair</b>	Often need guidance in understanding what is important from a business point of view		
K001	Knowledge of key business principles and practices	<b>3</b> <b>Good</b>	Good understanding of the important information from a business point of view and able to use it to solve relevant problems		
K001	Knowledge of key business principles and practices	<b>4</b> <b>Excellent</b>	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities		
K001	Ability to apply knowledge into practices	<b>0</b> <b>Poor</b>	Do not demonstrate skills in applying knowledge to practical problems		
K001	Ability to apply knowledge into	<b>1</b> <b>Weak</b>	Demonstrates minimal skills in applying knowledge to practical problems		

	practices				
K001	Ability to apply knowledge into practices	<b>2</b> <b>Fair</b>	Demonstrates moderate skills in applying knowledge to practical problems		
K001	Ability to apply knowledge into practices	<b>3</b> <b>Good</b>	Demonstrates reasonable skills in applying knowledge to practical problems		
K001	Ability to apply knowledge into practices	<b>4</b> <b>Excellent</b>	Demonstrates excellent skills in applying knowledge to practical problems		

## Verbal Communication

Verbal_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_B
V001	Clear delivery of ideas	<b>0</b> Poor	Not able to deliver ideas clearly and require major improvements		
V001	Clear delivery of ideas	<b>1</b> Weak	Able to deliver ideas and require further improvements		
V001	Clear delivery of ideas	<b>2</b> Fair	Able to deliver some ideas and require minor improvements		
V001	Clear delivery of ideas	<b>3</b> Good	Able to deliver ideas fairly clearly		
V001	Clear delivery of ideas	<b>4</b> Excellent	Able to deliver various ideas with great clarity		
V001	Confident delivery of ideas	<b>0</b> Poor	Not able to deliver ideas confidently		
V001	Confident delivery of ideas	<b>1</b> Weak	Able to deliver ideas with limited confidence and require further improvements.		
V001	Confident delivery of ideas	<b>2</b> Fair	Able to deliver ideas with some confidence but still require minor improvements		

V001	Confident delivery of ideas	<b>3</b> Good	Able to deliver ideas fairly confidently		
V001	Confident delivery of ideas	<b>4</b> Excellent	Able to deliver ideas confidently		
V001	Effective & articulate delivery of ideas	<b>0</b> Poor	Not able to deliver ideas		
V001	Effective & articulate delivery of ideas	<b>1</b> Weak	Able to deliver ideas		
V001	Effective & articulate delivery of ideas	<b>2</b> Fair	Able to deliver ideas with limited effect and require further improvements		
V001	Effective & articulate delivery of ideas	<b>3</b> Good	Able to deliver ideas fairly effectively and require minor improvements		
V001	Effective & articulate delivery of ideas	<b>4</b> Excellent	Able to deliver ideas effectively and articulately		

## Written Communication

Written_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_C
W001	Clearly written academic discourse	<b>0</b> Poor	Not able to write ideas		
W001	Clearly written academic discourse	<b>1</b> Weak	Able to write ideas with limited clarity and require major improvements		
W001	Clearly written academic discourse	<b>2</b> Fair	Able to write ideas regardless of substance but require minor improvements (still unstructured)		
W001	Clearly written academic discourse	<b>3</b> Good	Able to write ideas with substance but limited in structure		
W001	Clearly written academic discourse	<b>4</b> Excellent	Able to write ideas with good substance, clear and structured		

## Social Skill & Responsibility

Social_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_D
SS001	Self-expression	<b>0</b> <b>Poor</b>	Not confident in doing a task  Too self centred  Not aware of self ability and potential		
SS001	Self-expression	<b>1</b> <b>Weak</b>	Limited self-confidence in doing a task  Self centred  Able to realize the self ability and potential when raised by others		
SS001	Self-expression	<b>2</b> <b>Fair</b>	Sometimes demonstrate self-confidence  Sometimes accept other people's perception of self  Sometimes accept and give praise and feedback		
SS001	Self-expression	<b>3</b> <b>Good</b>	Frequently demonstrate self-confidence		



			<p>Frequently accept other people's perception of self with an open heart</p> <p>Frequently accept and give praise and feedback</p>		
SS001	Self-expression	<p><b>4</b></p> <p><b>Excellent</b></p>	<p>Always display self-confidence</p> <p>Always accept other people's perception of self with an open heart</p> <p>Always accept and give praise and constructive, rational feedback</p>		
SS001	Interaction with others	<p><b>0</b></p> <p><b>Poor</b></p>	<p>No interest to participate in conversations</p> <p>No eye contact</p>		
SS001	Interaction with others	<p><b>1</b></p> <p><b>Weak</b></p>	<p>Less interest to participate in conversations</p> <p>Less eye contact</p>		

SS001	Interaction with others	<b>2</b> <b>Fair</b>	Take part in conversations when initiated by others  Limited eye contact		
SS001	Interaction with others	<b>3</b> <b>Good</b>	Take the initiative to start a conversation  Appropriate eye contact		
SS001	Interaction with others	<b>4</b> <b>Excellent</b>	Start, maintain and end a conversation in a friendly manner  Maintain good eye contact		
SS001	Etiquette	<b>0</b> <b>Poor</b>	Need guidance to be ethical when carrying out responsibilities to the society		
SS001	Etiquette	<b>1</b> <b>Weak</b>	Lack of ethics when carrying out responsibilities to the society		

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

### Values, Attributes & Professionalism

Values_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_E
Val001	Appearance	0 Poor	Show appearance, less appropriate to situations or wear improper attire most of the time		
Val001	Appearance	1 Weak	Show appearance, less appropriate to situations or wear improper attire most of the time		
Val001	Appearance	2 Fair	Show appearance, appropriate to situations and wear proper attire in general		
Val001	Appearance	3 Good	Show appearance, appropriate to situations and most of the time wear proper attire		
Val001	Appearance	4 Excellent	<b>Always</b> show appearance, appropriate to situations and wear proper attire at all times		
Val001	Proactive & Volunteerism	0 Poor	Demonstrate no interest to offer him/herself when offered to perform a certain task		
Val001	Proactive & Volunteerism	1 Weak	Demonstrate less interest to offer him/herself when offered to perform a certain task		
Val001	Proactive & Volunteerism	2 Fair	Agree to offer him/herself when offered to perform a		

			certain task (reactive)		
Val001	<b>Proactive &amp; Volunteerism</b>	<b>3 Good</b>	Offer him / herself voluntarily to perform a certain task		
Val001	<b>Proactive &amp; Volunteerism</b>	<b>4 Excellent</b>	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task		
Val001	<b>Work Ethics</b>	<b>0 Poor</b>	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	<b>Work Ethics</b>	<b>1 Weak</b>	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	<b>Work Ethics</b>	<b>2 Fair</b>	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in general		
Val001	<b>Work Ethics</b>	<b>3 Good</b>	Practice good working culture such as good moral, timeliness as well as being efficient, productive and		

			ethical at work in most situations		
Val001	Work Ethics	4 Excellent	Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations		

### Lifelong Learning

Lifelong_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_F
L001	Self Learning	0 Poor	Not able to self learn		
L001	Self Learning	1 Weak	Limited ability to self learn		
L001	Self Learning	2 Fair	Sufficient ability to self learn		
L001	Self Learning	3 Good	In general, able to self learn		
L001	Self Learning	4 Excellent	Good ability to self learn		
L001	Interest	0 Poor	Show no interest in exploring issues for a given task		
L001	Interest	1 Weak	Show limited interest in exploring issues for a given task		

L001	Interest	<b>2</b> Fair	Demonstrate some interest in exploring issues for a given task		
L001	Interest	<b>3</b> Good	Demonstrate sufficient interest for exploring issues for a given task		
L001	Interest	<b>4</b> Excellent	Readily interested in exploring issues for a given task		
L001	Initiative	<b>0</b> Poor	No initiative to complete a task		
L001	Initiative	<b>1</b> Weak	Demonstrate limited initiative in completing a task		
L001	Initiative	<b>2</b> Fair	Demonstrate moderate initiative in completing a task		
L001	Initiative	<b>3</b> Good	Demonstrate good initiative in completing a task		
L001	Initiative	<b>4</b> Excellent	Demonstrate excellent initiative in completing a task		
L001	Effort	<b>0</b> Poor	No effort to complete task		
L001	Effort	<b>1</b> Weak	Minimal effort to complete task		
L001	Effort	<b>2</b> Fair	Sufficient effort to complete task		
L001	Effort	<b>3</b> Good	Good effort to complete task		

L001	Effort	4 Excellent	Excellent effort to complete task		
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### Practical – Project Presentation

Practical_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_G
P001	Purpose of presentation	0 Poor	Incomprehensible		
P001	Purpose of presentation	1 Weak	Vague		
P001	Purpose of presentation	2 Fair	Moderately clear		
P001	Purpose of presentation	3 Good	Clear		
P001	Purpose of presentation	4 Excellent	Very clear		
P001	Content	0 Poor	No grasp of subject matter		
P001	Content	1 Weak	Lack of understanding of subject matter		
P001	Content	2 Fair	Understand some of the subject matter		
P001	Content	3 Good	Understand most of the subject matter		
P001	Content	4 Excellent	Fully understand the subject matter		



P001	Adapt delivery to audience level	0 Poor	Not able to deliver appropriately to the audience level		
P001	Adapt delivery to audience level	1 Weak	Able to deliver ideas with limited appropriateness to the target audience and require further improvements.		
P001	Adapt delivery to audience level	2 Fair	Able to deliver ideas appropriately to the target audience		
P001	Adapt delivery to audience level	3 Good	Able to deliver some ideas appropriately to the target audience well		
P001	Adapt delivery to audience level	4 Excellent	Able to fully deliver ideas appropriately		
P001	Voice & pronunciation	0 Poor	Mumbles, reading		
P001	Voice & pronunciation	1 Weak	Mumbles at certain places, most of the audience has difficulty in hearing the presentation		
P001	Voice & pronunciation	2 Fair	Voice is sometimes low, pronounce some words correctly. Some of the audience can hear the presentation		
P001	Voice & pronunciation	3 Good	Voice is clear, pronounced words correctly. Most of		

			the audience can hear the presentation		
P001	Voice & pronunciation	4 Excellent	Voice is very clear. Pronounced words correctly. Audience can hear the presentation		
P001	Eye contact	0 Poor	No eye contact. Reading notes.		
P001	Eye contact	1 Weak	Occasional use of eye contact. Frequently reading notes		
P001	Eye contact	2 Fair	Moderate use of eye contact. Still reads notes		
P001	Eye contact	3 Good	Maintains eye contact most of the time. Occasionally refers to notes		
P001	Eye contact	4 Excellent	Maintain eye contact with audience, do not refer to notes nor having notes at hand		
P001	Understand and respond to questions	0 Poor	Not able to understand and respond to a question		
P001	Understand and respond to questions	1 Weak	Partly understand the questions but not able to accurately answer the question		
P001	Understand and respond to questions	2 Fair	Able to understand and briefly answer questions		

P001	Understand and respond to questions	3 Good	able to respond to questions reasonably well		
P001	Understand and respond to questions	4 Excellent	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples		
P001	Project demo	0 Poor	project is not functional		
P001	Project demo	1 Weak	Most of the features are not functional		
P001	Project demo	2 Fair	Half of the project is functional but not effective (to the objectives of the system)		
P001	Project demo	3 Good	project is functional but some parts can be improved		
P001	Project demo	4 Excellent	project is perfectly functional		
P001	Beneficial to organization	0 Poor	project is not beneficial		
P001	Beneficial to organization	1 Weak	Only a few functions are beneficial		
P001	Beneficial to organization	2 Fair	Parts of the project are beneficial – only to certain categories of users		

P001	Beneficial to organization	3 Good	project is beneficial but some parts can be improved		
P001	Beneficial to organization	4 Excellent	Project is beneficial to organization and all categories of specified users		
P001	Ready for implementation	0 Poor	project is not ready to be implemented		
P001	Ready for implementation	1 Weak	Less than half of the project is ready to be implemented		
P001	Ready for implementation	2 Fair	More than half of the project is ready to be implemented		
P001	Ready for implementation	3 Good	project is ready to be implemented but some modules can be improved		
P001	Ready for implementation	4 Excellent	project is fully ready to be implemented		

## Problem Solving

Problem_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_H
Pr001	Problem Identification	0 Poor	Not able to explain a problem, even with assistance		
Pr001	Problem Identification	1 Weak	Able to partially explain a problem with maximum assistance.		
Pr001	Problem Identification	2 Fair	Able to explain a problem with minimum assistance.		
Pr001	Problem Identification	3 Good	Independently able to explain a problem without assistance.		
Pr001	Problem Identification	4 Excellent	Able to provide explanation of problem clearly and accurately.		
Pr001	Analysis	0 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	Analysis	1 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	Analysis	2 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	Analysis	3 Good	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		
Pr001	Analysis	4 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	Application	0 Poor	Not able to apply any new idea or knowledge to a given problem.		
Pr001	Application	1 Weak	Barely able to apply new idea		
Pr001	Application	2 Fair	Limited ability to apply new idea or knowledge		

Pr001	Application	<b>3 Good</b>	Able to apply new idea or knowledge to a given problem with assistance from lecturer or student.		
Pr001	Application	<b>4 Excellent</b>	Able to apply new idea or knowledge to a given problem independently.		
Pr001	Decision Making	<b>0 Poor</b>	Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance.		
Pr001	Decision Making	<b>1 Weak</b>	Able to make <b>some</b> decisions based on comparison and contrast between information, ideas and available solution with maximum assistance		
Pr001	Decision Making	<b>2 Fair</b>	Able to make decisions based on comparison and contrast between information, ideas and available solutions with some help		
Pr001	Decision Making	<b>3 Good</b>	Able to make decisions based on comparison and contrast between information, ideas and available solutions		
Pr001	Decision Making	<b>4 Excellent</b>	Able to make effective and excellent decisions based on comparison		

			and contrast between information, identify problems and available solutions.		
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### 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.