

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		
		1 Weak	Limited understanding of the organization governance		
		2 Fair	Fair understanding of the organization governance		
		3 Good	Good understanding of the organization governance		
		4 Excellent	Excellent understanding of the organization governance and can explain off hands		
	Knowledge of key business principles and practices	0 Poor	Do not understand the important information from a business point of view		

		1 Weak	Poor understanding what is Important from a business point of view		
		2 Fair	Often need guidance in understanding what is important from a business point of view		
		3 Good	Good understanding of the important information from a business point of view and able to use it to solve relevant problems		
		4 Excellent	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	0 Poor	Do not demonstrate skills in applying knowledge to practical problems		
		1 Weak	Demonstrates minimal skills in applying knowledge to practical problems		
		2 Fair	Demonstrates moderate skills in applying knowledge to practical problems		
		3 Good	Demonstrates reasonable skills in applying knowledge		

		4 Excellent	to practical problems Demonstrates excellent skills in applying knowledge to practical problems		
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Verbal Communication

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

		3 Good	require minor improvements Able to deliver ideas fairly confidently		
		4 Excellent	Able to deliver ideas confidently		
	Effective & articulate delivery of ideas	0 Poor	Not able to deliver ideas		
		1 Weak	Able to deliver ideas		
		2 Fair	Able to deliver ideas with limited effect and require further improvements		
		3 Good	Able to deliver ideas fairly effectively and require minor improvements		
		4 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	0 Poor	Not able to write ideas		
		1 Weak	Able to write ideas with limited clarity and require major improvements		
		2			

		Good	Frequently demonstrate self-confidence		
			Frequently accept other people's perception of self with an open heart		
			Frequently accept and give praise and feedback		
		4 Excellent	Always display self-confidence		
			Always accept other people's perception of self with an open heart		
			Always accept and give praise and constructive, rational feedback		
		0 Poor	No interest to participate in conversations		
			No eye contact		
		1 Weak	Less interest to participate in conversations		
			Less eye contact		
		2 Fair	Take part in conversations when initiated by others		
			Limited eye contact		
		3 Good	Take the initiative to start a conversation		
			Appropriate eye contact		

	Etiquette	4 Excellent	Start, maintain and end a conversation in a friendly manner Maintain good eye contact		
		0 Poor	Need guidance to be ethical when carrying out responsibilities to the society		
		1 Weak	Lack of ethics when carrying out responsibilities to the society		
		2 Fair	Ethical when carrying out responsibilities to the society, but sometimes put self interest first		
		3 Good	Frequently ethical when carrying out responsibilities to the society		
		4 Excellent	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
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Val001	Appearance	0 Poor	Show appearance, not appropriate to situations or wear improper attire at all times		
		1 Weak	Show appearance, less appropriate to situations or wear improper attire most of the time		
		2 Fair	Show appearance, appropriate to situations and wear proper attire in general		
		3 Good	Show appearance, appropriate to situations and most of the time wear proper attire		
	Proactive & Volunteerism	4 Excellent	Always show appearance, appropriate to situations and wear proper attire at all times		
		0 Poor	Demonstrate no interest to offer him/herself when offered to perform a certain task		
		1 Weak	Demonstrate less interest to offer him/herself when offered to perform a certain task		
		2 Fair	Agree to offer him/herself when offered to perform a certain task (reactive)		
		3 Good	Offer him / herself voluntarily to perform a certain task		

		4 Excellent	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task		
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Lifelong Learning

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

	Initiative	Good	for exploring issues for a given task		
		4 Excellent	Readily interested in exploring issues for a given task		
		0 Poor	No initiative to complete a task		
		1 Weak	Demonstrate limited initiative in completing a task		
		2 Fair	Demonstrate moderate initiative in completing a task		
	Effort	3 Good	Demonstrate good initiative in completing a task		
		4 Excellent	Demonstrate excellent initiative in completing a task		
		0 Poor	No effort to complete task		
		1 Weak	Minimal effort to complete task		
		2 Fair	Sufficient effort to complete task		
		3 Good	Good effort to complete task		
		4 Excellent	Excellent effort to complete task		

Practical – Project Presentation

Practical_ID	Sub_Attribute	Type of Mark	Activity	Sub_Total	Total_G
P001	Purpose of presentation	0 Poor	Incomprehensible		
		1 Weak	Vague		
		2 Fair	Moderately clear		
		3 Good	Clear		
		4 Excellent	Very clear		
	Content	0 Poor	No grasp of subject matter		
		1 Weak	Lack of understanding of subject matter		
		2 Fair	Understand some of the subject matter		
		3 Good	Understand most of the subject matter		
		4 Excellent	Fully understand the subject matter		
	Adapt delivery to audience level	0 Poor	Not able to deliver appropriately to the audience level		
		1			

		Weak	Able to deliver ideas with limited appropriateness to the target audience and require further improvements.		
		2 Fair	Able to deliver ideas appropriately to the target audience		
		3 Good	Able to deliver some ideas appropriately to the target audience well		
		4 Excellent	Able to fully deliver ideas appropriately		
	Voice & pronunciation	0 Poor	Mumbles, reading		
		1 Weak	Mumbles at certain places, most of the audience has difficulty in hearing the presentation		
		2 Fair	Voice is sometimes low, pronounce some words correctly. Some of the audience can hear the presentation		
		3 Good	Voice is clear, pronounced words correctly. Most of the audience can hear the presentation		
		4 Excellent	Voice is very clear. Pronounced words correctly. Audience can hear the presentation		
	Eye contact	0 Poor	No eye contact. Reading notes.		
		1			

		Weak	Occasional use of eye contact. Frequently reading notes		
		2 Fair	Moderate use of eye contact. Still reads notes		
		3 Good	Maintains eye contact most of the time. Occasionally refers to notes		
		4 Excellent	Maintain eye contact with audience, do not refer to notes nor having notes at hand		
	Understand and respond to questions	0 Poor	Not able to understand and respond to a question		
		1 Weak	Partly understand the questions but not able to accurately answer the question		
		2 Fair	Able to understand and briefly answer questions		
		3 Good	able to respond to questions reasonably well		
		4 Excellent	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples		
	Project demo	0 Poor	project is not functional		
		1			

		Weak	Most of the features are not functional		
		2 Fair			
		3 Good	Half of the project is functional but not effective (to the objectives of the system)		
		4 Excellent	project is functional but some parts can be improved		
		0 Poor	project is perfectly functional		
	Beneficial to organization	1 Weak	project is not beneficial		
		2 Fair	Only a few functions are beneficial		
		3 Good	Parts of the project are beneficial – only to certain categories of users		
		4 Excellent	project is beneficial but some parts can be improved		
		0 Poor	Project is beneficial to organization and all categories of specified users		
	Ready for implementation	1 Weak	project is not ready to be implemented		
		2 Fair	Less than half of the project is ready to be implemented		

			More than half of the project is ready to be implemented		
		3 Good	project is ready to be implemented but some modules can be improved		
		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		
		1 Weak	Able to partially explain a problem with maximum assistance.		
		2 Fair	Able to explain a problem with minimum assistance.		
		3 Good	Independently able to explain a problem without assistance.		
	Analysis	4 Excellent	Able to provide explanation of problem clearly and accurately.		
		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.		
		1	Finds difficulty in organizing and		

		Weak	analyzing gathered requirements and finds difficulty in explaining the factors that neither contribute to the problem/issue nor explains the root of the problem.		
		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.		
		3 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		
		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.		
	Application	0 Poor	Not able to apply any new idea or knowledge to a given problem.		
		1 Weak	Barely able to apply new idea		
		2 Fair	Limited ability to apply new idea or knowledge		

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

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.