**UNF**

**Table Practicum**

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| **MatricNo.** | **Student Name** | **Semester** | **Organization** | **Session** |
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**Officer**

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| --- | --- | --- |
| **Officer\_ID** | **Officer Name** | **Date** |
|  |  |  |

**Knowledge**

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| --- | --- | --- | --- | --- | --- |
| **Knowledge\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total A** |
| K001 | Understanding of organization governance.  Knowledge of  key business  principles and  practices  Ability to  apply  knowledge into  practices | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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  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  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 |  |  |

**Verbal Communication**

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| --- | --- | --- | --- | --- | --- |
| **Verbal\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_B** |
| V001 | Clear delivery of ideas  Confident delivery of ideas  **Effective & articulate delivery of ideas** | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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  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  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 |  |  |

**Written Communication**

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| --- | --- | --- | --- | --- | --- |
| **Written\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_C** |
| W001 | Clearly written academic discourse | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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 |  |  |

**Social Skill & Responsibility**

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| --- | --- | --- | --- | --- | --- |
| **Social\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_D** |
| SS001 | Self-expression  Interaction with others  Etiquette | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | Not confident in doing a task  Too self centred  Not aware of self ability and potential  Limited self-confidence in doing a task  Self centred  Able to realize the self ability and potential when raised by others  Sometimes demonstrate self-confidence  Sometimes accept other people's perception of self  Sometimes accept and give praise and feedback  Frequently demonstrate self-confidence  Frequently accept other people’s perception of self with an open heart  Frequently accept and give praise and feedback  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  No interest to participate in conversations  No eye contact  Less interest to participate in conversations  Less eye contact    Take part in conversations when initiated by others  Limited eye contact  Take the initiative to start a conversation  Appropriate eye contact  Start, maintain and end a conversation in a friendly manner  Maintain good eye contact  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 |  |  |

**Values, Attributes & Professionalism**

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| --- | --- | --- | --- | --- | --- |
| **Values\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_E** |
| Val001 | **Appearance**  **Proactive & Volunteerism** | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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  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 |  |  |

**Lifelong Learning**

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| --- | --- | --- | --- | --- | --- |
| **Lifelong\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_F** |
| L001 | **Self**  **Learning**  **Interest**  **Initiative**  **Effort** | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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  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  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  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 |  |  |

**Practical – Project Presentation**

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| --- | --- | --- | --- | --- | --- |
| **Practical\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_G** |
| P001 | **Purpose of presentation**  **Content**  **Adapt delivery to audience level**  **Voice & pronunciation**  **Eye contact**  **Understand and respond to questions**  **Project demo**  **Beneficial to organization**  **Ready for implementation** | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  0  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  0  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  0  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  0  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | Incomprehensible  Vague  Moderately clear  Clear  Very clear  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  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  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  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  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 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  project is not beneficial  Only a few functions are beneficial  Parts of the project are beneficial – only to certain categories of users  project is beneficiall but some parts can be improved  Project is beneficial to organization and all categories of specified users  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 |  |  |

**Problem Solving**

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| --- | --- | --- | --- | --- | --- |
| **Problem\_ID** | **Sub\_Attribute** | **Type of Mark** | **Activity** | **Sub\_Total** | **Total\_H** |
| Pr001 | **Problem Identification**  **Analysis**  **Application**  **Decision Making** | **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent**  **0**  **Poor**  **1**  **Weak**  **2**  **Fair**  **3**  **Good**  **4**  **Excellent** | 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.  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.  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.  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. |  |  |

**SECTION C: Overall Feedback**

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| **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. |