



university of
applied sciences

First attempt

Resit¹

Assessment work placement report

ICT & CT
Information Technology Bachelor Emmen

Version 2022-2023-1.0

Name:	Student number:
Placement provider:	Location:
Planned hand-in date for concept work placement report:	Planned hand-in date for work placement report:
Hand-in date for concept work placement report:	Hand-in date for work placement report:
Name & signature academic supervisor	Grade work placement report:

Round figures to a single decimal.

¹ Strike out which is not applicable.

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1 GENERAL

1.1 Introduction

ICT & CT, bachelor courses IT Emmen require a written work placement report.

The work placement report **must** achieve a passing grade.

Grading scheme: Good $\geq 8,5$
Adequate ≥ 7
Moderate $\geq 5,5$
Unsatisfactory $< 5,5$.

1.2 Explanation of work placement report assessment form

The coloured boxes indicate the level of the grade. A yellow grade indicates that the student is performing at the level expected for a new Bachelor of information technology.

The meaning / rating distribution of the colors here is:

<4	4 - 5,4	5,5 – 6,9	7 - 8,4	$\geq 8,5$
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The boxes can be ticked where the student resides.

Before assessing the content, the work placement report will be assessed on a number of stylistic aspects (see: 2 Stylistic aspects check).

Before any further substantive assessment will take place all the elements of the stylistic aspects check **need to be present**.

In a formal assessment scenario, the content will only be assessed once the stylistic aspects have been approved. For this assessment the form *21_AssessmentFormWorkplacementReport* (this form) will be used. **All parts of this assessment of work placement report must be sufficient.**

2 STYLISTIC ASPECTS CHECK

Remarks:

Delete whichever is inapplicable.

All elements specified must be present, otherwise the report will not be further assessed.

Structure of the report (are all elements present?)

Brief summary	Missing	Present
Clear and accurate table of contents	Missing	Present
Introduction (bookmarks, background/impetus/context. Contains what, why and how.)	Missing	Present
Company analysis description(research)	Missing	Present
Core description (planning and organisation of the process, methodology)	Missing	Present
Description of the outcome (products)	Missing	Present
Conclusions and recommendations	Missing	Present
Evaluation and reflection	Missing	Present
Bibliography	Missing	Present
Appendices	Missing	Present

Delivery

Meets the specified guidelines of 11.000-12.000 words (excluding appendices)	Inadequate	Adequate
Suitable and correct lay-out (titles, headings, paragraphs are clear and correct)	Inadequate	Adequate
Structure of the report is clear and well-organised	Inadequate	Adequate
Text is supported by diagrams and tables (well used / referenced)	Inadequate	Adequate
APA is applied properly	Inadequate	Adequate

3 WORK PLACEMENT REPORT ASSESSMENT FORM













Stylistic assessment (A)

A Structure and delivery of the report		No					Yes
Clear and accurate table of contents	No						Yes
Suitable and correct business lay-out (titles, headings, paragraphs are clear and correct)	No						Yes
Consistent use of language (aimed at target group; professional)	No						Yes
Spelling (grammatical or spelling errors)	No						Yes
Structure of the report is clear and well-organised (Clauses, paragraphs, etc. are appropriately introduced)	No						Yes
Diagrams and tables as appropriate (put to good use, referred to as necessary (APA))	No						Yes
Introduction, core and end are coherent	No						Yes
Bibliography (APA is applied properly)	No						Yes
Appendices	No						Yes
Comments:		Part grade A:					

Content assessment (B1 + B2 + B3 + B4 + B5 + B6 + B7)

B1 Assignment									
Is complex: multi-faceted – depth – breadth	No				V		Yes		
Is relevant: professionally meaningful in practice / affects professional issues	No				V		Yes		
Component aspects are appropriately differentiated across the assignment	No				V	V	Yes		
Comments:								Part grade B1:	
B2 Summary									
Is clear and concise	No						Yes		
Describes subject matter or issue at hand (Introduction)	No						Yes		
Each chapter is summarised effectively (Core)	No						Yes		
Provides outline (Ending)	No						Yes		
Comments:								Part grade B2:	
B3 Introduction									
Basis for the report(<i>why</i>)	No						Yes		
Introduction to the company and the assignment(<i>what</i>)	No						Yes		
What exactly is to be achieved (<i>How should the report be read</i>)	No						Yes		
Comments:								Part grade B3:	

B4 Company analysis							
Detailed description of the company (see work placement manual)	No						Yes
There is a clear description of the method chosen. Think about: <ul style="list-style-type: none"> • Methods of data collection • Selected measurement • Methods of analysis • Reliability , validity and generalizability 	No						Yes
Comments:						Part grade B4:	
B5 Core							
The style of the report corresponds to its nature	No						Yes
The methodology is represented clearly and correctly	No						Yes
The choice of a particular methodology is well-founded	No						Yes
The core is coherent	No						Yes
Judgements and assessments are underpinned and substantiated where necessary	No						Yes
Comments:						Part grade B5:	
B6 Conclusions and recommendations							
The conclusions and recommendations are relevant	No						Yes
Each element of the report is appropriately reviewed	No						Yes
The conclusion can be understood without reference to the rest of the report	No						Yes
Based on the conclusions relevant recommendations are given	No						Yes
Comments:						Part grade B6:	

B7 Evaluation and reflection						
The process is evaluated	No					Yes
The product is evaluated	No					Yes
Student reflected its own functioning (the goals are met)	No					Yes
Comments:					Part grade B6:	

General comments:	A		*3	
	B1		*1	
	B2		*1	
	B3		*1	
	B4		*2	
	B5		*3	
	B6		*2	
	B7		*1	
	Total: /14			
Final grade				