



university of
applied sciences

First attempt

Resit¹

Assessment work placement report


6,5

ICT & CT

The report does not include a glossary.

Information Technology Bachelor Emmen

Version 2022-2023-1.0

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Placement provider: Q-ICT	Location: Emmen
Planned hand-in date for concept work placement report: 08-01-2024	Planned hand-in date for work placement report: 14-02-2024
Hand-in date for concept work placement report: 08-01-2024	Hand-in date for work placement report: 01-02-2024
Name & signature academic supervisor  R. Laan	Grade work placement report: 6,7

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 report does not include a glossary.

<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: <p>The report does not include a glossary.</p> <p>More use would be made of visual aids to support the text. A picture sometimes says more than a thousand words.</p> <p>APA is not applied properly.</p>						
Part grade A: 6,0						

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

Is complex: multi-faceted – depth – breadth	No			✓			Yes
Is relevant: professionally meaningful in practice / affects professional issues	No			✓			Yes
Component aspects are appropriately differentiated across the assignment	No			✓			Yes

Comments:

The internship has sufficient depth, although the complexity could have been increased by adding several layers to the assignments. The assignments were reasonably framed, which meant the student had to make fewer independent choices in the chosen solution directions.

Part grade B1:

6,5

The report does not include a glossary.

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:

The summary gives a reasonably good idea of what the report is about, however, the conclusions do not emerge well.

Part grade B2:

7,0

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:

The introduction more than meets the standard.

Perhaps it would be better to introduce the methodology of the different sections of the report at the relevant chapters.

Part grade B3:

7,5

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:	No			✓		Yes
<ul style="list-style-type: none"> • Methods of data collection • Selected measurement • Methods of analysis • Reliability , validity and generalizability 						
Comments: Issues such as quality control, customer relationship processes and human resources could be explored in more depth to set the context even better. Substantiation of the alleged is partly lacking. It is now not verifiable whether what has been stated is true.						Part grade B4: 6,0
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: Substantiating claims remains an issue. Every assertion should be substantiated with reliable sources, which should be referenced according to the APA standard.						Part grade B5: 6,5
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: This chapter is well-crafted.						Part grade B6: 8,5

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:

No deliberate reflection methodology was used. This would have given the reflections more depth. Now the reflections remain on the surface and the question is how deep the learning really was.

Part grade B6:

6,5

General comments:

A	6,0	*3	18,0
B1	6,5	*1	6,5
B2	7,0	*1	7,0
B3	7,0	*1	7,0
B4	6,0	*2	12,0
B5	6,5	*3	19,5
B6	8,5	*2	17,0
B7	6,5	*1	6,5
Total:			93,5
/14			
Final grade			6,7