



SUMMARY OF MARKS ALLOCATION

Academic Session : 201710
 Programme : 0
 Student Name : 0
 Student ID : 0
 Academic Supervisor : 0
 Company : 0

Item	Max Mark	Mark
Report & Log Book	45%	0.0
Oral Presentation	10%	0.0
Student Appraisal Form	45%	0.0

Total	0%
--------------	-----------

_____ Date: _____
 Academic Supervisor's Signature

CO Achievement							
Course Outcome	CO1	CO2	CO3	CO4	CO5	CO6	CO7
Acchievement (%)	0	0	0	0	0	0	0

CO1: apply knowledge of science/engineering fundamentals
 CO2: apply technical skills and modern tools in work place/engineering practice
 CO3: comply with the rules and guidelines relevant to professional/professional engineering practice
 CO4: follow code of ethics and standards of professional conduct
 CO5: demonstrate written and oral communication skills
 CO6: demonstrate the ability to work independently and as part of a team
 CO7: demonstrate life-long learning and self-improvement

Distribution of Marks

Assessments	CO1	CO2	CO3	CO4	CO5	CO6	CO7	Total Mark
Report & Log Book	10	10			15		10	45
Oral Presentation					10			10
Appraisal by Industrial Supervisor	5	5	5	5	5	10	10	45
CO percentage (%)	15	15	5	5	30	10	20	100



REPORT & LOG BOOK

Academic Session : 201710
 Programme : 0
 Student Name : 0
 Student ID : 0
 Academic Supervisor : 0
 Company : 0

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark
A.	Details of Industrial training experience	10	1. Apply knowledge of science/engineering fundamentals		0
		10	2. Apply technical skills and modern tools in work place/engineering practice		0
B.	Presentation of Report	10	1. Logical and coherent report layout and content follow the format of IT guideline and template. Legible report with proper grammar and terms.		0
C	Log Book	10	1. Demonstrate life-long learning and self-improvement		0
		5	2. Quality and Usage of Logbook in recording works and events		0
Total Max Mark				Total Mark	0

Relevant CO
CO1
CO2
CO5
CO7
CO5

Total (100%)	0.0
Total (45%)	0.0

Comments (Optional):

Assessment Rubrics

Scale No.	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
A. 1	The student seriously misuses or misapplies the knowledge of science/engineering fundamentals and gives no explanation or explanations are virtually incomplete or incorrect.	The student is able to apply a few knowledge of science/engineering fundamentals but occasionally make some errors in the explanation.	The student applies most of the science/engineering fundamental knowledges correctly and explanations are correct or with no significant errors.	The student explains all the applied knowledge of science/engineering fundamentals correctly.	All applied knowledge of science/engineering fundamentals are explained clearly, completely and concisely with a good sense of what are essential to the explanation and what is irrelevant or unnecessary.
A. 2	No or lack of evidence to show that the student able to apply technical skills and modern tools in work place/engineering practice.	The report poorly show that the student is able to apply technical skills and modern tools in work place/engineering practice.	The report able to provide few evidence of the student is able to apply technical skills and modern tools in work place/engineering practice.	The report clearly stated that the student is able to apply technical skills and modern tools in work place/engineering practice.	The report clearly and precisely stated the student apply technical skills and modern tools in work place/engineering practice.
B. 1	Very poor formatted or with formatting errors and the report is very poor in readability of readers. Very frequent grammar or spelling errors with unacceptable writing Style.	Not well formatted or with formatting errors causing difficulty in readability of readers. Frequent grammar or spelling errors with immature writing Style.	Not so well formatted or with some formatting errors but the report is readable for readers. Occasional grammar or spelling errors but with good writing Style.	Good formatted with only minor formatting errors and the report is well readable for readers. Minor grammar or spelling errors with good writing Style.	Very well formatted or without any formatting errors and the report is very readable for readers. No grammar or spelling errors with excellent writing Style.
C. 1	No or lack of evidence to show that the student demonstrates life-long learning and self-improvement.	The report poorly show that the student demonstrates life-long learning and self-improvement.	The report able to provide few evidence of the student demonstrates life-long learning and self-improvement.	The report clearly stated that the student demonstrates life-long learning and self-improvement.	The report clearly and precisely stated the student demonstrates life-long learning and self-improvement.
C. 2	A "logbook" is very poorly organized and not systematic.	A "logbook" is poorly organized and lack of consistency.	A "logbook" is organized, but inconsistently and has many omissions.	A "logbook" is well organized and systematic with minor errors.	The student is developing a professional approach to keeping a logbook.



ORAL PRESENTATION

Academic Session : 201710
 Programme : 0
 Student Name : 0
 Student ID : 0
 Academic Supervisor : 0
 Company : 0

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark	Relevant CO
D.	Oral Presentation	5	1. Presentation skill and style such as clarity and logical flow, eye contact and effectively use of visual aid.		0	CO5
		5	2. Presentation content on background introduction, working experience, discussions and conclusions.		0	CO5
		5	3. Q & A on the ability to answer questions.		0	CO5
Total Max Mark		15		Total Mark	0	

Total (100%)	0.0
Total (10%)	0.0

Comments (Optional):

Assessment Rubrics

Scale No.	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
D.1	Very poor presentation skill. No clarity and logical flow, no eye contact and very poor in using visual aid.	Poor presentation skill with messy clarity and logical flow. Lacking of eye contact and not good in using visual aid.	Able to demonstrate the presentation skill. Present with clarity and logical flow, eye contact and moderate in using visual aid.	Good in presentation skill, logical flow and eye contact. Good in using the visual aid.	Put in additional effort to attract the attention of audience and generate the interest of audience in the presentation with excellent logical flow and eye contact. Masters the presentation visual aid.
D.2	Most of the presented content is not relevant to the given scope. Missing of important sections such as introduction, working experience, discussions and conclusions.	The presented content is only partially relevant to the given scope. Incomplete discussion of important sections such as introduction, working experience, discussions and conclusions.	Most of the presented content is relevant to the given scope. Consists of all important sections such as introduction, working experience, discussions and conclusions.	All the presented content is relevant to the given scope. Consists of all important sections such as introduction, working experience, discussion and conclusions.	All the presented content is relevant to the given scope. Consists of important sections as well as extra section such as relevant and proper references, figures, tables, appendix and etc.
D.3	Unable to answer questions being asked and gives answer without effort of justifying it.	Poor in answering the questions being asked. Gives answer with justification, however, some of the answers are not relevant.	Can answer most of the questions being asked. Gives answer with evidence.	Able to answer all questions. Understand all the questions and can answer with evidence.	All questions can be answered confidently and calmly. All answers can be justified convincingly with evidence.



STUDENT APPRAISAL FROM COMPANY

Academic Session : 201710
 Programme : 0
 Student Name : 0
 Student ID : 0
 Academic Supervisor : 0
 Company : 0

Instruction: Key in the following GREEN boxes based on the appraisal from Company.

No.	Category	Max Mark	Criterion	Assessment (1-5)	Mark	Relevant CO
E	Appraisal by Industrial Supervisor	5	1. Apply knowledge of science/engineering fundamentals.			CO1
		5	2. Apply technical skills and modern tools in work place/engineering practice			CO2
		5	3. Comply with the rules and guidelines that are relevant to professional/professional engineering practice.			CO3
		5	4. Follow code of ethics and standards of professional conduct.			CO4
		5	5. Demonstrate written and oral communication skills.			CO5
		10	6. Demonstrate the ability to work independently and as part of a team.			CO6
		10	7. Demonstrate life-long learning and self-improvement			CO7
Total Max Mark		45		Total Mark	0	

Total (100%)	0.0
Total (45%)	0.0

Instruction: Key in the "Other Comments/Suggestions" from the appraisal.

Assessment Rubrics					
Scale No.	1 Poor	2 Unsatisfactory	3 Satisfactory	4 Good	5 Excellent
E.1	The student is seriously incapable to apply knowledge of science/engineering fundamentals.	The student is able to apply knowledge of science/engineering fundamentals but occasionally make some errors.	The student is able to apply knowledge of science/engineering fundamentals correctly or with no significant errors.	The student masters the knowledge of science/engineering fundamentals and is able to implement them accurately.	The student masters all knowledge of science/engineering fundamentals and advanced science/engineering knowledge.
E.2	The student is unable to apply technical skills and modern tools in work place/engineering practice.	Occasionally the student is able to apply technical skills and modern tools in work place/engineering practice.	Normally the student is able to apply technical skills and modern tools in work place/engineering practice.	Most of the time, the student is able to apply technical skills and modern tools in work place/engineering practice.	The student is always able to apply technical skills and modern tools in work place/engineering practice.
E.3	No awareness and no initiative to comply the rules and guidelines that are relevant to professional/professional engineering practice. Totally didn't practice them.	Less aware to the rules and guidelines that are relevant to professional/professional engineering practice but willing to learn and practice them.	Aware the rules and guidelines that are relevant to professional/professional engineering practice. Consistently practice them.	Masters the rules and guidelines that are relevant to professional/professional engineering practice. Practice them accurately.	Outstanding in complying the rules and guidelines that are relevant to professional/professional engineering practice. Able to influence the surrounding peoples to practice them.
E.4	No awareness and no initiative to follow code of ethics and standards of professional conduct. Totally didn't practice them.	Less aware to follow code of ethics and standards of professional conduct but willing to learn and practice them.	Aware the code of ethics and standards of professional conduct. Consistently practice them.	Masters in follow the code of ethics and standards of professional conduct. Practice them accurately.	Outstanding in follow the code of ethics and standards of professional conduct. Able to influence the surrounding peoples to practice them.
E.5	Student is unable to write and communicate.	Student is able to write and communicate but occasionally make some errors.	Student is able to write and communicate with no significant errors.	Student masters the written and oral communication.	Student is outstanding in written and oral communication.
E.6	The student is totally unable to work independently and as part of a team	Occasionally the student is able to work independently and as part of a team.	Normally the student is able to work independently and as part of a team.	Most of the time, the student is able to work independently and as part of a team.	The student is always able to work independently and as part of a team.
E.7	Student is totally unable to demonstrate life-long learning and self-improve throughout the internship.	Student is demonstrating few life-long learning and self-improve throughout the internship.	Student is demonstrating life-long learning and self-improve throughout the internship.	Student is demonstrating most of the life-long learning and self-improve throughout the process of internship. And aware the important of life-long learning and self-improvement.	Student is always demonstrate life-long learning and self-improve during the internship. And able to influence the surrounding peoples.