

Student's name	
Student's ID	
Organization's name	
UMP Supervisor	
Stamp and Sign	
Date	

Use the following criteria as the basis for evaluating report on a scale of 1 (poor), 3 (good) and 5 (excellent) according to the rubrics in the table below. Other than that, scale 2 can be used if the quality between 1 & 3 and scale 4 can be used if the quality between 3 & 5

Item Assessed	Score Ranking			
Criteria	Poor (1)	Good (3)	Excellent (5)	Score
<p>Introduction & Company Background (10 Marks) Provides a concise summary of company background (Company name, address, company customer, company achievement), the main purpose of the report, the job title and outline the major areas of responsibility.</p>	<p>Very little description on company background (Company name, address, company customer, company achievement), purpose of report and project involved/ job title.</p>	<p>Some explanation on company background (Company name, address, company customer, company achievement), project involved but not concise.</p>	<p>Clear explanation on company background (Company name, address, company customer, company achievement) purpose of report and project involved.</p>	
<p>Project/Job/Task (25 Marks)</p> <ul style="list-style-type: none"> • Project/Job/Task Objectives, Scope & Plan • Methodology used either experimental Approach/Process Model Used including Gantt Chart • Finding and discussion • Technical skills (including UN SDG elements) & Soft skills 	<ul style="list-style-type: none"> • Limited explanation on project given. Objective and scope are not clear. • Missing several important explanations of materials and/or methodology. Not sequential. Most steps are missing or are confusing • Very little or less interesting discussion on the project findings and data. • Lack of description of technical (including UN SDG elements) and soft skills. 	<ul style="list-style-type: none"> • Some explanation on project given. Objective and scope are relevant • Materials and methodology are complete. Mostly easy to follow. Description of procedure can be replicated. • Interesting discussion on the project findings and data, but not concise. • Sufficient and relevant description of technical (including UN SDG elements) and soft skills. 	<ul style="list-style-type: none"> • Complete explanation on project given. Objective and scope are precise, clear and relevant • Materials & methodology are complete & adequately detailed. Logical and easily followed. Description of procedure is complete, ensuring that it can be replicated. • Very interesting discussion and clear explanation on the project findings and data • Contains information relevant and directly related to skills developed. 	

Item Assessed	Score Ranking			
Criteria	Poor (1)	Good (3)	Excellent (5)	Score
Values and Career Plans (5 Marks) <ul style="list-style-type: none"> • Attitude and experiences that shaped self-value • Career direction 	<ul style="list-style-type: none"> • Missing several important explanations of points. • Does not outline career direction or not sure of future career pathway. 	<ul style="list-style-type: none"> • Description is provided but lack of cohesion or connectivity between experiences and shaped self-value. • Career direction is somewhat shallow. 	<ul style="list-style-type: none"> • Descriptions are complete and adequately detailed. • Career direction is clear. Logical and easily followed. 	
Conclusion (5 Marks) <ul style="list-style-type: none"> • Benefit of the Project that student gain • Contribution of the Project towards the organization • Problems and Issues (current system if any) • Suggestions / Solutions (new system) 	<ul style="list-style-type: none"> • No main idea presented, • Ideas are presented in an order that distracts from clear communication, • Ideas are not supported by information and are illogical, • Inappropriate conclusions are presented. 	<ul style="list-style-type: none"> • Main ideas are presented to some extent, • Ideas are not presented in an order that adds clarity; • Some ideas are supported by information and logic; • Conclusions do not follow from ideas presented. 	<ul style="list-style-type: none"> • Main ideas are clearly presented; • Ideas are presented in an interesting manner; • Ideas are supported by information and logic; • Appropriate conclusions are based upon evidence presented. 	
Grammar, spelling, graphics, format & organization (5 Marks)	<ul style="list-style-type: none"> • Errors in sentence structure, punctuation, capitalization, spelling, and standard usage impair readability. • No summary; No Table of contents; No page numbering; unsuitable sub-titles; No graphics used 	<ul style="list-style-type: none"> • Sentence structure, punctuation, capitalization, spelling, and standard usage errors are noticeable, but do not seriously impair readability. • Inadequate summary; Table of contents not in sequence; Page numbering; acceptable sub-titles and graphics used 	<ul style="list-style-type: none"> • Generally, error free in regards to sentence structure, punctuation, capitalization, spelling, and standard usage. • Informative summary; Table of contents in logical sequence; Page numbering; Suitable sub-titles and good usage of graphics. 	
TOTAL SCORE (FULL MARKS 50)				