

(A) LOGBOOK

No	Criteria	Assessments				
		5	4	3	2	1
1	Format/ Organization	Completely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is excellently organised.	Frequently fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is appropriately organised.	Often fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is moderately organised.	Occasionally fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is fairly organised.	Rarely fill up all the required fields (summary of the weekly report, date, time, week, activity title, supervisor, and department). Content is poorly organised.
2	Activities Report	Logbook is always updated and monitored. Relevant activities reported with no repetition in activities.	Logbook is frequently updated and monitored. Relevant activities reported with little repetition in activities.	Logbook is often updated and monitored. Relevant activities reported with some repetition in activities.	Logbook is occasionally updated and monitored. Relevant activities reported with significant repetition in activities.	Logbook is rarely updated and monitored. Significantly missing content.
3	Relate activities with evidence (tables, diagram, drawing and etc.)	Complete evidence is provided and relevant to the activities. All tables/diagrams/drawings are labels and well presented.	Adequate evidence is provided and relevant to the activities. However, tables/diagrams/drawings are not labels but well presented.	Some evidence is provided and relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	Little evidence is provided but not relevant to the activities. Tables/diagrams/drawings are not labels and not well presented.	No evidence (tables, diagram, drawing and etc) is provided.
4	Verification by supervisor	Logbook is always verified by the supervisor with signature and stamp (more than 80%).	Logbook is frequently verified by the supervisor with signature and stamp (more than 60%).	Logbook is often verified by the supervisor with signature and stamp (more than 40%).	Logbook is occasionally verified by the supervisor with signature and stamp (more than 20%).	Logbook is rarely verified by the supervisor with signature and stamp (less than 20%).

(B) FINAL REPORT

No.	Criteria	Assessments				
		5	4	3	2	1
1	Introduction	Excellent insight. Concise explanation and relevant with training scope.	Clear statement for the introductions with consistent explanation.	Introduction is adequate but not clearly presented	Introduction is inconsistent and not clearly presented.	Serious deficiencies in presenting the general information of the training.
2.	Company Background	Thorough and complete overview with some history, product/services of the company.	Thorough but succinct overview with limited history, products/services of the company.	Brief but incomplete overview of the company	Little overview of the company	No apparent company background
3.	Training Scope	Excellent delivery and activities. Detail discussion and providing an in-depth look into the task performed.	Good delivery. An appropriate discussion of the task performed.	Moderate delivery. Relevant discussion of the task performed.	Fair delivery. Weak discussion of the task performed.	Poor delivery. Fail to discuss the task performed.
4.	Conclusion	Complete the conclusion with the objective, and training scope. All important conclusions have been clearly made, student shows good understanding. Clear and well-written	Relates the conclusion with the training scope. All important conclusions have been clearly made, student shows good understanding.	Relates the conclusion with the training scope. All important conclusions have been drawn but could be better stated	Conclusions regarding major points are drawn, but many are misstated, indicating a lack of understanding	Fails to provide adequate summary and conclusion
5.	Writing Skill	Excellent sentence structure, word choice, sequencing of ideas and paragraph transitions	Good sentence structure, word choice, sequencing of ideas and paragraph transitions	Moderate sentence structure, word choice, sequencing of ideas and paragraph transitions	Fair sentence structure, word choice, sequencing of ideas and paragraph transitions	Poor sentence structure, word choice, sequencing of ideas and paragraph transitions
6.	Report Format	Formatting completely follows the UniMAP InTra Report Guidelines with proper cover page, language, length of report, format and spacing, pagination, subdivision, table and figures, references, etc.	Formatting follows the UniMAP InTra Report Guidelines with less than two improper formats	Formatting follows the UniMAP InTra Report Guidelines with less than four improper formats	Formatting follows the UniMAP InTra Report Guidelines with more than four improper formats	Did not follow the UniMAP InTra Report Guidelines