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|  | **Category** | **Professional Quality**  **“>=90”** | **Expected**  **“80-89”** | **Acceptable**  **“60-79”** | **Below Expectation**  **“<60”** | **Score** |
| **Report (20%)** | **1. Writing Quality and Using Standard Template** | • Report is highly easy to read and understand.  • Organization of the overall report is highly coherent.  • Excellent use of standard template.  • All required elements of the report are included.  • Writing is original and clear. | • Report is easy to read and understand.  • Organization of the overall report is coherent.  • Good use of standard template.  • Most required elements of the report are included.  • Writing is original but unclear. | • Report is fairly easy to read and understand.  • Organization of the overall report is fairly coherent.  • Little use of standard template.  • Few required elements of the report are included.  • Writing is original but overused parentheses. | • Report is not easy to read and understand.  • Organization of the overall report is not coherent.  • No use of standard template.  • None of required elements of the report are included.  • Plagiarized from other work. | **---------/10** |
| **2. Technical Quality** | • Introductory information about the training and the company are clearly stated.  • Technical details about the company are clearly stated.  • Experience and responsibilities at the company are clearly stated.  • Conclusions and learned lessons are clearly stated.  • All references are cited, using appropriate format. | • Introductory information about the training and the company are partially stated.  • Technical details about the company are partially stated.  • Experience and responsibilities at the company are partially stated.  • Conclusions and learned lessons are partially stated.  • Most references are cited, using appropriate format. | • Introductory information about the training and the company are poorly stated.  • Technical details about the company are poorly stated.  • Experience and responsibilities at the company are poorly stated.  • Conclusions and learned lessons are poorly stated.  • Few references are cited, using  appropriate format. | • Introductory information about the training and the company are not stated.  • Technical details about the company are not stated.  • Experience and responsibilities at the company are not stated.  • Conclusions and learned lessons are not stated.  • No references are cited, using  appropriate format | **---------/10** |
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| **Monitoring (20%)** | **1. Training Quality** | • Supervisor always finds the student when visiting him/her at the company.  • Overall, the performance of student in the training is excellent. | • Supervisor most of the time finds the student when visiting him/her at the company.  • Overall, the performance of student in the training is good. | • Supervisor sometime finds the student when visiting him/her at the company.  • Overall, the performance of student in the training is acceptable. | • Supervisor rarely finds the student when visiting him/her at the company.  • Overall, the performance of student in the training is unacceptable. | **---------/10** |
| **2. Training Progress** | • Student always answer emails and request from the supervisor regarding training progress.  • Student frequently and constantly reports to the supervisor about training progress. | • Student most of the time answer emails and request from the supervisor regarding training progress.  • Student frequently reports to the supervisor about training progress. | • Student sometime answer emails and request from the supervisor regarding training progress.  • Student sometime reports to the supervisor about training progress. | • Student rarely answer emails and request from the supervisor regarding training progress.  • Student rarely reports to the supervisor about training progress. | **---------/10** |
|  | | | | | **Total** | **---------/40** |