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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** |