



Pusat Pengajian  
Pengkomputeran

SCHOOL OF COMPUTING

Universiti Utara Malaysia

STIX 3912 PRACTICUM  
Semester \_\_\_\_\_ Session \_\_\_\_\_

A

PRAK01

# ORGANIZATION

## EVALUATION FORM

This evaluation contributes **40%** of the total marks for practicum. Kindly submit this form directly to UUM lecturer

**Matric No.** : \_\_\_\_\_

**Student Name** : \_\_\_\_\_

**Organization** : \_\_\_\_\_

**\* Reported by the following officer**

**Name** : \_\_\_\_\_

**Signature** : \_\_\_\_\_ **Date:** \_\_\_\_\_

**Official Stamp** :

\* Officer with at least Bachelor degree qualification

**INSTRUCTION**

Please give marks for the following items.

**SECTION A: INDIVIDUAL ASSESSMENT (20%)**

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Knowledge (3%)</b>						
<b>Understanding of organization governance</b>	Poor understanding of the organization governance	Limited understanding of the organization governance	Fair understanding of the organization governance	Good understanding of the organization governance	Excellent understanding of the organization governance and can explain off hands	
<b>Knowledge of key business principles and practices</b>	Do not understand the important information from a business point of view	Poor understanding what is Important from a business point of view	Often need guidance in understanding what is important from a business point of view	Good understanding of the important information from a business point of view and able to use it to solve relevant problems	Excellent understanding of the important information; able to use it to solve relevant problems and identify new business opportunities	
<b>Ability to apply knowledge into practices</b>	Do not demonstrate skills in applying knowledge to practical problems	Demonstrates minimal skills in applying knowledge to practical problems	Demonstrates moderate skills in applying knowledge to practical problems	Demonstrates reasonable skills in applying knowledge to practical problems	Demonstrates excellent skills in applying knowledge to practical problems	
Sub-total						
<b>Total A % (sub-total/12*3)</b>						
<b>Verbal communication (4%)</b>						
<b>Clear delivery of ideas</b>	Not able to deliver ideas clearly and require major improvements	Able to deliver ideas and require further improvements	Able to deliver some ideas and require minor improvements	Able to deliver ideas fairly clearly	Able to deliver various ideas with great clarity	
<b>Confident delivery of ideas</b>	Not able to deliver ideas confidently	Able to deliver ideas with limited confidence and require further improvements.	Able to deliver ideas with some confidence but still require minor improvements	Able to deliver ideas fairly confidently	Able to deliver ideas confidently	
<b>Effective &amp; articulate delivery of ideas</b>	Not able to deliver ideas	Able to deliver ideas	Able to deliver ideas with limited effect and require further improvements	Able to deliver ideas fairly effectively and require minor improvements	Able to deliver ideas effectively and articulately	
Sub-total						
<b>Total B (Sub-total/12*4)</b>						
<b>Written communication (3%)</b>						
<b>Clearly written academic discourse</b>	Not able to write ideas	Able to write ideas with limited clarity and require major improvements	Able to write ideas regardless of substance but require minor improvements (still unstructured)	Able to write ideas with substance but limited in structure	Able to write ideas with good substance, clear and structured	
<b>Total C (Sub-total/4*3)</b>						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Social Skill &amp; Responsibility (3%)</b>						
<b>Self-expression</b>	Not confident in doing a task	Limited self-confidence in doing a task	Sometimes demonstrate self-confidence	Frequently demonstrate self-confidence	Always display self-confidence	
	Too self centred	Self centred	Sometimes accept other people's perception of self	Frequently accept other people's perception of self with an open heart	Always accept other people's perception of self with an open heart	
	Not aware of self ability and potential	Able to realize the self ability and potential when raised by others	Sometimes accept and give praise and feedback	Frequently accept and give praise and feedback	Always accept and give praise and constructive, rational feedback	
<b>Interaction with others</b>	No interest to participate in conversations	Less interest to participate in conversations	Take part in conversations when initiated by others	Take the initiative to start a conversation	Start, maintain and end a conversation in a friendly manner	
	No eye contact	Less eye contact	Limited eye contact	Appropriate eye contact	Maintain good eye contact	
<b>Etiquette</b>	Need guidance to be ethical when carrying out responsibilities to the society	Lack of ethics when carrying out responsibilities to the society	Ethical when carrying out responsibilities to the society, but sometimes put self interest first	Frequently ethical when carrying out responsibilities to the society	Always ethical and promote being ethical when carrying out responsibilities to the society	
Sub-total						
<b>Total D (Sub-total/24*3)</b>						
<b>Values, Attitudes &amp; Professionalism (4%)</b>						
<b>Appearance</b>	Show appearance, not appropriate to situations or wear improper attire at all times	Show appearance, less appropriate to situations or wear improper attire most of the time	Show appearance, appropriate to situations and wear proper attire in general	Show appearance, appropriate to situations and most of the time wear proper attire	<b>Always</b> show appearance, appropriate to situations and wear proper attire at all times	
<b>Proactive &amp; Volunteerism</b>	Demonstrate no interest to offer him/herself when offered to perform a certain task	Demonstrate less interest to offer him/herself when offered to perform a certain task	Agree to offer him/herself when offered to perform a certain task (reactive)	Offer him / herself voluntarily to perform a certain task	Offer him/herself voluntarily to perform certain task and demonstrate ability to lead a task	
<b>Work Ethics</b>	Practice inappropriate working culture such as bad behaviour, not punctual as well as not being efficient, not productive and unethical at work in almost all situations	Sometime shows appropriate working culture such as inconsistent behaviour, less punctual as well as being less efficient, productive and ethical at work in many situations	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in general	Practice good working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in most situations	Always practice excellent working culture such as good moral, timeliness as well as being efficient, productive and ethical at work in all situations	
Sub-total						
<b>Total E (Sub-total/12*4)</b>						

<b>Sub-attributes</b>	<b>0 Poor</b>	<b>1 Weak</b>	<b>2 Fair</b>	<b>3 Good</b>	<b>4 Excellent</b>	<b>Marks</b>
<b>Lifelong Learning (3%)</b>						
<b>Self Learning</b>	Not able to self learn	Limited ability to self learn	Sufficient ability to self learn	In general, able to self learn	Good ability to self learn	
<b>Interest</b>	Show no interest in exploring issues for a given task	Show limited interest in exploring issues for a given task	Demonstrate some interest in exploring issues for a given task	Demonstrate sufficient interest for exploring issues for a given task	Readily interested in exploring issues for a given task	
<b>Initiative</b>	No initiative to complete a task	Demonstrate limited initiative in completing a task	Demonstrate moderate initiative in completing a task	Demonstrate good initiative in completing a task	Demonstrate excellent initiative in completing a task	
<b>Effort</b>	No effort to complete task	Minimal effort to complete task	Sufficient effort to complete task	Good effort to complete task	Excellent effort to complete task	
Sub-total						
<b>Total F (Sub-total/16*3)</b>						

**SECTION B: PROJECT ASSESSMENT (20%)**

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 excellent	Marks
<b>Practical – Project Presentation (10%)</b>						
<b>Purpose of presentation</b>	Incomprehensible	Vague	Moderately clear	Clear	Very clear	
<b>Content</b>	No grasp of subject matter	Lack of understanding of subject matter	Understand some of the subject matter	Understand most of the subject matter	Fully understand the subject matter	
<b>Adapt delivery to audience level</b>	Not able to deliver appropriately to the audience level	Able to deliver ideas with limited appropriateness to the target audience and require further improvements.	Able to deliver ideas appropriately to the target audience	Able to deliver some ideas appropriately to the target audience well	Able to fully deliver ideas appropriately	
<b>Voice &amp; pronunciation</b>	Mumbles, reading	Mumbles at certain places, most of the audience has difficulty in hearing the presentation	Voice is sometimes low, pronounce some words correctly. Some of the audience can hear the presentation	Voice is clear, pronounced words correctly. Most of the audience can hear the presentation	Voice is very clear. Pronounced words correctly. Audience can hear the presentation	
<b>Eye contact</b>	No eye contact. Reading notes.	Occasional use of eye contact. Frequently reading notes	Moderate use of eye contact. Still reads notes	Maintains eye contact most of the time. Occasionally refers to notes	Maintain eye contact with audience, do not refer to notes nor having notes at hand	
<b>Understand and respond to questions</b>	Not able to understand and respond to a question	Partly understand the questions but not able to accurately answer the question	Able to understand and briefly answer questions	able to respond to questions reasonably well	Able to fully understand and respond to questions satisfactorily with explanations and appropriate examples	
<b>Project demo</b>	project is not functional	Most of the features are not functional	Half of the project is functional but not effective (to the objectives of the system)	project is functional but some parts can be improved	project is perfectly functional	
<b>Beneficial to organization</b>	project is not beneficial	Only a few functions are beneficial	Parts of the project are beneficial – only to certain categories of users	project is beneficial but some parts can be improved	Project is beneficial to organization and all categories of specified users	
<b>Ready for implementation</b>	project is not ready to be implemented	Less than half of the project is ready to be implemented	More than half of the project is ready to be implemented	project is ready to be implemented but some modules can be improved	project is fully ready to be implemented	
Sub-total						
<b>Total G (Sub-total/36*10)</b>						

Sub-attributes	0 Poor	1 Weak	2 Fair	3 Good	4 Excellent	Marks
<b>Problem Solving (10%)</b>						
<b>Problem Identification</b>	Not able to explain a problem, even with assistance.	Able to partially explain a problem with maximum assistance.	Able to explain a problem with minimum assistance.	Independently able to explain a problem without assistance.	Able to provide explanation of problem clearly and accurately.	
<b>Analysis</b>	Not able to organize and analyze gathered requirements and fails to define the factors that contribute to the problem/issue or explain the root of the problem.	Finds difficulty in organizing and analyzing gathered requirements and finds difficulty in explaining the factors that neither contribute to the problem/issue nor explains the root of the problem.	Able to organize and analyze gathered requirements, but does not clearly describe the factors that contribute to the problem/issue or clearly explain the root of the problem.	Able to organize and analyze gathered requirements, describe <b>some</b> factors that contribute to the problem/issue or explain the possible roots of the problem	Able to organize and analyze gathered requirements, clearly describe the factors that contribute to the problem/issue or explain the root of the problem.	
<b>Application</b>	Not able to apply any new idea or knowledge to a given problem.	Barely able to apply new idea	Limited ability to apply new idea or knowledge.	Able to apply new idea or knowledge to a given problem with assistance from lecturer or student.	Able to apply new idea or knowledge to a given problem independently.	
<b>Decision Making</b>	Not able to make decisions based on comparison and contrast between information, ideas and solutions even with assistance.	Able to make <b>some</b> decisions based on comparison and contrast between information, ideas and available solution with maximum assistance	Able to make decisions based on comparison and contrast between information, ideas and available solutions with some help	Able to make decisions based on comparison and contrast between information, ideas and available solutions	Able to make effective and excellent decisions based on comparison and contrast between information, identify problems and available solutions.	
Sub-total						
<b>Total H (Sub-total/16*10)</b>						

<b>Section A Individual Assessment (20%)</b>	A: Knowledge (CLO4 CLUSTER1 LOC1)	/3%
	B: Verbal communication (CLO4 CLUSTER3 LOC3c)	/4%
	C: Written communication (CLO2 CLUSTER3 LOC3c)	/3%
	D: Social Skill & Responsibility (CLO4 CLUSTER3 LOC3b)	/3%
	E: Values, Attitudes & Professionalism (CLO4 CLUSTER4 LOC4a)	/4%
	F: Lifelong Learning (CLO4 CLUSTER3 LOC3d)	/3%
<b>Section B Project Assessment (20%)</b>	G: Practical – Project Presentation (CLO3 CLUSTER3 LOC3a)	/10%
	H: Problem Solving (CLO1 CLUSTER2 LOC2)	/10%
<b>Grand total (A + B + C + D + E + F + G + H)</b>		<b>/40%</b>
<b>100%</b>		

