

EXAMINER'S NAME:

STUDENT'S NAME:

LOG BOOK RUBRIC (-/4)

PO11 : Project Management - Level of management required for different types of activity						
		Unsatisfactory	Needs Improvement	Competent	Exemplary	
		1	2	3	4	POINT
1	Training/Work Schedule	There is no training/work schedule attached.	Training/work schedule is attached but not well organized.	Training/work schedule is attached, well organized but less information.	Training/work schedule is attached, well organized and with detailed information.	
2	Company Background & Organization Chart	There is no company background. No organization chart is listed. No lists of titles, organizations, dates and/or locations.	Company background is observed but not clearly articulated and little information. Organization chart listing info unclear Inconsistent listing of titles, organizations, dates and/or locations.	Company background is observed, well articulated but less information. Organization chart listed, missing some info contact. Titles, organizations, dates and/or locations listed somewhat consistently.	Company background is observed, well articulated and with detailed information Organization chart clearly listed. Titles, organizations, dates and/or locations listed consistently.	
3	Log Book's Details	There are no activities in the log book. The content of the log book is not clear.	There are few activities written in the log book. The content of the log book is somewhat clear but there is a need for more supporting information.	There are activities written in the log book. The content of the log book is clear but the supporting information is general.	There are activities written in the log book. The content of the log book is clear, well focused and supported by detailed information.	
					TOTAL(-/12)	

EEL303 - REPORT RUBRIC

PO11 : Project Management - Level of management required for different types of activity (The same criteria assessed in Logbook)						
		Unsatisfactory	Needs Improvement	Competent	Exemplary	
		1	2	3	4	POINT
1	Training/Work Schedule	There is no training/work schedule attached.	Training/work schedule is attached but not well organized.	Training/work schedule is attached, well organized but less information.	Training/work schedule is attached, well organized and with detailed information.	
2	Company Background	There is no company background.	Company background is observed but not clearly articulated and little information.	Company background is observed, well articulated but less information.	Company background is observed, well articulated and with detailed information	
3	Organization Chart	No organization chart is listed. No lists of titles, organizations, dates and/or locations.	Organization chart listing info unclear Inconsistent listing of titles, organizations, dates and/or locations.	Organization chart listed, missing some info contact. Titles, organizations, dates and/or locations listed somewhat consistently.	Organization chart clearly listed. Titles, organizations, dates and/or locations listed consistently.	
					TOTAL(-/12)	

PO9 : Individual and Team Work - Role in and diversity of team (-/8)						
		Unsatisfactory	Needs Improvement	Competent	Exemplary	
		1	2	3	4	POINT

1	Contribution of ideas	Did not share any idea or provide suggestions to the group.	Shared ideas or provided suggestions but it did not advance the work of the group.	Shared ideas or provided suggestions to advance the work of the group.	Offered suggestions, shared ideas, provided alternative solutions or courses of action that build on the ideas of others.	
2	Role in team	Absent or little and insufficient information. Has limited understanding on group roles and underperformed assigned role.	Partial: Present but not clearly articulated and not understood. Understand most group roles and satisfactorily performed assigned role.	Present, clearly articulated and mostly understood. Understand most group roles and effectively performed assigned role.	Present, clearly articulated and well understood. Consistently understands all group roles and effectively performed assigned role.	
TOTAL(-/8)						

PO12 : Life Long Learning - Preparation for and depth of continuing learning (-/8)

		Unsatisfactory	Need Work	Competent	Exemplary	
		1	2	3	4	POINT
1	Initiative	Explores topic only at surface level. Providing little insight beyond basic facts. Indicating low subject interest.	Explores topic with moderate depth, yielding multiple insights. Lacks clear comprehension of topic.	Explores topic with depth of interest. Reveals significant insights of knowledge/information but lacks of complete comprehension of subject.	Explores topic with depth of interest. Reveals significant insights of knowledge/information. Demonstrates strong comprehension of subject.	
2	Application	Makes reference to previously gained knowledge but does not apply to problem solving.	Makes reference to previously gained knowledge but demonstrates limited capacity to utilize in problem solving.	Makes detailed reference to previously gained knowledge and demonstrates strong application to problem solving.	Makes detailed reference to previously gained knowledge and demonstrates strong application to problem solving in creative manner.	
TOTAL (-/8)						

ONLINE F2F PRESENTATION RUBRIC (-/24)

CRITERIA/GUIDELINES						
		Unsatisfactory	Needs Improvement	Competent	Exemplary	
		1	2	3	4	POINT
1	Organization and Articulation	Presentation rambles. Not organized where key ideas are difficult to identify. No clear introduction, supporting details and summary.	The presentation has some structure. Key ideas are identifiable. Introduction, supporting details and summary are too broad or too detailed.	The presentation has a clear structure and is easy to follow. Key ideas are clearly and concisely articulated. There are sufficient details on introduction, supporting information and summary.	Presentation logically and skillfully structured. Key ideas are compelling and articulated with exceptional clarity and concision. Introduction, supporting details and summary are clearly evident and memorable.	
2	Non-verbal delivery	Have one or more following items during the presentation: 1) No eye contact 2) Hard to understand or hear 3) Uses aids excessively or not at all 4) Reads from paper 5) Speaker appears uncomfortable	Have one or more following items during the presentation: 1) Effort to maintain eye contact 2) At times difficult to hear or understand 3) Overuse or underuse aids 4) At times presentation seems memorized 5) Speaker appears tentative	Have all of following items during the presentation: 1) Makes eye contact 2) Can be heard easily 3) Speaks comfortably with some aids 4) Speaker appears comfortable	Have all of following items during the presentation: 1) Sustained and comfortable eye contact 2) Can be clearly heard 3) Speaks confidently with few aids 4) Speaker is polished	
3	Visual Aids	Slides are poorly designed with at least one of following	Slides are somewhat well designed, used and integrated	Slides are well designed, used and integrated into the	Slides are skillfully or creatively designed,	

		<p>issue:</p> <ol style="list-style-type: none"> 1) Difficult to read 2) Poor level of detail 3) Missing captions or labels 4) Misspelled words. The slides look unprofessional. 	<p>into the presentation. The slides look somewhat professional.</p>	<p>presentation. The slides look professional.</p>	<p>skillfully used and seamlessly integrated into the presentation. The slides look polished and professional.</p>	
4	Question and Answer	<p>Have one or more following items during question and answer:</p> <ol style="list-style-type: none"> 1) Not actively listen to questions 2) Do not provide knowledgeable answers 3) Unable to answer questions succinctly 	<p>Have one or more following items during question and answer:</p> <ol style="list-style-type: none"> 1) Understands most questions 2) Responds somewhat knowledgeably 3) Answers questions somewhat succinctly 	<p>Listens to questions carefully and responds courteously, knowledgeably and clearly to questions.</p>	<p>Skillfully manages and responds to questions and also gauges questioners' understanding.</p>	
5	Time Management	<p>Presentation is unsuitably short or unreasonably long.</p>	<p>Presentation does not quite fit within the time constraint and the presenter has to rush or slow down at the end.</p>	<p>Presentation fits within the time constraint, though presenter might have to subtly rush or slow down.</p>	<p>Presentation fits perfectly within time constraint.</p>	
6	Ability to address social design criteria (PO6 : Engineer and Society)	<p>Following items are not discussed at all:</p> <ol style="list-style-type: none"> 1) Addressing community and stakeholder needs 2) Solving community/industry problem 3) Consider local circumstances and cultures 4) Protects human health and 	<p>One of the following items are discussed:</p> <ol style="list-style-type: none"> 1) Addressing community and stakeholder needs 2) Solving community/industry problem 3) Consider local circumstances and cultures 4) Protects human health and 	<p>Two of the following items are discussed:</p> <ol style="list-style-type: none"> 1) Addressing community and stakeholder needs 2) Solving community/industry problem 3) Consider local circumstances and cultures 4) Protects human health 	<p>Three or more of the following items are discussed:</p> <ol style="list-style-type: none"> 1) Addressing community and stakeholder needs 2) Solving community/industry problem 3) Consider local 	

		well-being 5) Uses inherently safe and benign materials 6) Comply with rules and regulations	well-being 5) Uses inherently safe and benign materials 6) Comply with rules and regulations	and well-being 5) Uses inherently safe and benign materials 6) Comply with rules and regulations	circumstances and cultures 4) Protects human health and well-being 5) Uses inherently safe and benign materials 6) Comply with rules and regulations	
TOTAL (-/24)						