Assessment Rubrics for Professional Internship Program (EE4082/EE4083/EE4084)

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

To pass the course, students are required to pass all the four assessment tasks below.

Assessment Task	*Criterion*	*Pass (P)*	*Poor (F)*
Actual placement work	Ability to complete and fulfill all job duties	Reach the required level	Not even reaching margin level
Placement report*	Ability to report and reflect on placement learning experience	Reach the required level	Not even reaching margin level
Feedback from company supervisor	Ability to achieve in overall performance	Reach the required level	Not even reaching margin level
Feedback from academic supervisor	Ability to perform in placement work, report and reflection	Reach the required level	Not even reaching margin level

* Please refer to the following for Assessment Rubrics specifically for Placement Report

Assessment Rubrics for Professional Internship Placement Report

Students are required to obtain "C" in all subcategories (a-c) in order to get a "Pass" in the placement report.

Criterion		A	B	C	D	F
(a) Ability to report and reflect on placement learning experience	Time management	Consistently able to accurately estimate time required to complete tasks.	Generally able to accurately estimate time required to complete tasks.	Generally able to estimate time required to complete tasks.	Occasionally able to estimate time required to complete tasks	Unable to estimate time required to complete tasks
	Observation and reflection	Able to regularly observe and reflect on the assigned tasks and beyond	Able to observe and reflect on the assigned tasks and beyond	Able to observe and reflect on the assigned tasks	Occasionally able to observe and reflect on assigned tasks	Unable to observe and reflect on the assigned tasks
	Independence	Pursue academic interests and their relation with an industrial environment	Engage in relating academic work with an industrial environment	Recognize academic relation with an industrial environment	Occasional recognition of academic relation with an industrial environment	Unable to relate academic knowledge in an industrial environment
(b) Ability to describe the project work in the company	Responsibility	Able to take ownership and consistently able to anticipate consequences of their own action	Able to take ownership and able to anticipate consequence of their own actions	Little sense of ownership And occasionally anticipates consequences of their own actions	Avoids responsibilities and does not anticipate consequences of their own actions	Takes no responsibilities and consistently being told what to do
	Initiative	Completes the required work, and goes a step further by actively pursuing what can be improved upon	Completes the required work, identifies areas of improvements and make suggestions	Completes the required work and identifies areas of improvements	Completes only the required work	Takes no initiative

	Company structure and their function	Able to describe the company structure and the functions of each department, their importance and interdependence	Able to describe the company structure and the functions of each department and their importance	Able to describe the company structure and the functions of each department	Able to describe the company structure	Unable to describe the company structure and their importance
(c) Ability to describe the technical knowledge/skills acquired in the internship programme	Work flow management	Consistently able to procure necessary tasks taking into account stake holders	Generally able to procure necessary tasks taking into account stake holders	Generally able to procure necessary tasks	Occasionally able to procure necessary tasks	Unable to procure necessary tasks
	Software skills	Consistently able to seek out and use the necessary IT skills to efficiently and accurately complete tasks	Generally able to seek out and use the necessary IT skills to efficiently and accurately complete tasks	Generally able use the necessary IT skills to complete tasks	Generally able use IT skills to complete tasks	Unable to use the basic IT skills to do tasks
	Classroom transfer skills	Independently adapts and applies theories and methodologies for difficult problems	Adapts and applies theories and methodologies for new problems	Applies theories and methodologies for problems	Vague references to the solution of problems	Unable to relate classroom skills