Evidence for each level of achievements in the reports of the 1-year Internship Program

Each report should be assessed based on specific areas of achievements, the examples of which are given below. Depending on the level of achievement in each area, the assessor should assign a point from 'A' to 'F', where 'F' means 'No Progress' and the descriptions for 'A' to 'D' are tabulated below. The final point or overall performance is determined based on the points assigned for each item.

Areas of Achievement (e.g.)	Unacceptable (D)	Basic (C)	Good (B)	Excellent (A)
Placement report for actual technical project work in training Company (at least 20 pages)				
Organization	Disorganized to the extent preventing understanding.	Unclear organization.	Organization is generally good, but some parts seem out of place	Written work is well organized and easy to understand.
Content – • Description of the company • Description of the work performed in the company	• Little description about the company. • Little description about the work carried out in the company.	• Brief description about the company. • Description is brief and only gives an overview about the work performed.	• Presenting a good overview of the company, with an organization chart. • Description contains sufficient details and coveys clearly the work performed during the internship program.	• Clear, presenting a good introduction of the company, with extra focus on the department/team in which work is carried out • The work is clearly presented, and linked with engineering/theoretical analysis • Include a good overview of the technical field to which the work is related.
Writing style and grammar – • Spelling and grammar • Writing style	• Frequent spelling and grammatical errors • Writing disorganized and difficult to read and understand	• More than one spelling/ grammar error per page • Readable writing style, but difficult to follow	• A few spelling and grammatical errors • Writing style indicates planning that makes reading easy	• Spell-checked and proofread well • Writing style indicates planning that makes reading easy and flow of material makes understanding easy
Presentation of materials - Visual, graphs/diagrams.	There are few visual aids, and those used are carelessly prepared.	Most visual aids are sloppy and hard to read.	Visual aids are good, but a few are sloppy or difficult to read.	Visual aids frequently used, easy to read, understand & professional
Report on the role of engineer in professional society (at least 15 pages)				
Organization	Disorganized to the extent preventing understanding.	Unclear organization.	Organization is generally good, but some parts seem out of place	Written work is well organized and easy to understand.
Content	Only provide a narrow view on the role of engineers in society.	A basic description of common roles of engineers in society.	A detailed description of common roles of engineers in society.	A very comprehensive discussion, covering a broad range of roles of engineers in professional society.
Writing style and grammar – • Spelling and grammar • Writing style	• Frequent spelling and grammatical errors • Writing disorganized and difficult to read and understand	• More than one spelling/ grammar error per page • Readable writing style, but difficult to follow	• A few spelling and grammatical errors • Writing style indicates planning that makes reading easy	• Spell-checked and proofread well • Writing style indicates planning that makes reading easy and flow of material makes understanding easy