

APPENDIX 4

Industrial Training Report Evaluation Marks (20%)

STUDENT INFORMATION

Name:
 Matric No.:
 Internship placement:

Please mark (/) in the provided scale below:

1-2	3-4	5-6	7-8	9-10
Poor	Need improvement	Satisfactory	Good	Excellent

No.	Contents	1-2	3-4	5-6	7-8	9-10	Weighted Marks Obtained
1	<ul style="list-style-type: none"> • Overall Structure, Organization and Quality 						___ /10 x 10% =
2	INTRODUCTION <ul style="list-style-type: none"> • Duration of the industrial training • Industrial training objectives 						___ /10 x 20% =
3	ORGANISATION BACKGROUND <ul style="list-style-type: none"> • Organisational brief information • Organizational structure/chart • Core activity of the organization • Organizational advantages and disadvantages 						___ /10 x 20% =
4	LEARNING OUTCOME <ul style="list-style-type: none"> • Tasks and responsibilities performed • Industrial training objectives achieved • To what extent the experience helps students understand the field of specialisation in practice • Challenges faced by students undergoing industrial training and method to overcome them 						___ /10 x 40% =
5	CONCLUSION <ul style="list-style-type: none"> • Self-reflection • Readiness for the work environment • Recommendation for improvement 						___ /10 x 10% =
TOTAL MARKS							/100

EVALUATION MARKS: ___ /100 x 20% =

Approved by: _____ Date: _____
Signature

Name: _____

APPENDIX 5

INDUSTRIAL TRAINING REPORTS RUBRIC

No.	Criteria	1-2	3-4	5-6	7-8	9-10
		Poor	Moderate	Satisfactory	Good	Excellence
1	Overall structure, organization and quality	Incomplete or missing one or two components. - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show some of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Show moderate of the following - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Complete component with the following: - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax	Complete component with the following additional: - Clarity and neatness - Table of content (list of table, figure, abbreviation) - Language, spelling, grammar and syntax
2	Introduction	Not significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Less significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Moderate information in - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services	Very significance & depth coverage in: - Training objectives - Summary of scope and activity - Organization chart - History, activities, product or services
3	Learning outcome	Very poor explanation on following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Poor explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Moderate explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Well explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion	Great explanation on the following attributes: - Scope of training received - Work and task given - Learning experience acquired - Any related results and discussion
5	Conclusion and recommendation	Fails to summarize effectively, lacking self-reflection, readiness for work, and meaningful recommendations.	Summary lacks depth; offers minimal self-reflection, readiness, and vague recommendations.	Provides a basic summary, with some self-reflection, readiness, and relevant but brief recommendations.	Presents a clear summary; includes thoughtful self-reflection, readiness, and relevant recommendations, albeit with some gaps.	Offers a comprehensive summary; displays deep self-reflection, strong readiness, and detailed, well-supported recommendations.