

Progress Report Evaluation Form

| | |
|----------------------------|--|
| Student Name | |
| Student ID | |
| Major | |
| Progress report No. | |

| SO | Criteria | Excellent 4 | V. Good 3 | Good 2 | Poor 1 |
|---------------------|-----------------------------------|--------------------|--------------|-----------|-----------|
| F | Group/Partner Teamwork | | | | |
| | Task Description | | | | |
| E | Submission Date | | | | |
| Total | | | | | |
| Report Grade | | ٤ % Total/12 *٤ | | | |

Evaluated By _____

Signature _____

Date _____

Final Report Evaluation Form

| | |
|--------------|--|
| Student Name | |
| Student ID | |
| Major | |

| SO | Criteria | Excellent 4 | V. Good 3 | Good 2 | Poor 1 |
|---------------------|----------------------------------|----------------------------|--------------|-----------|-----------|
| F | Cover Page | | | | |
| F | Overall Appearance (Neatness) | | | | |
| E | Acknowledgment | | | | |
| H | Abstract | | | | |
| F | Table of Contents | | | | |
| G | Introduction of Organization | | | | |
| G | Training Plan | | | | |
| H | Description of Activities | | | | |
| I | Related Figures/Charts | | | | |
| D | Conclusion | | | | |
| E | References | | | | |
| F | Grammar | | | | |
| F | Spelling | | | | |
| F | Clarity | | | | |
| Total | | | | | |
| Report Grade | | 35% Total/56 *35 | | | |

Evaluated By _____

Signature _____

Date _____

Presentation Evaluation Form

| | |
|--------------|--|
| Student Name | |
| Student ID | |
| Major | |

| SO | Criteria | Excellent 4 | V. Good 3 | Good 2 | Poor 1 |
|---------------------------|---------------------------------|----------------------------|--------------|-----------|-----------|
| B | Content | | | | |
| F | Organization | | | | |
| I | Material (Graphics/Visual Aids) | | | | |
| F | Speaking Skills | | | | |
| E | Length of Presentation | | | | |
| Total | | | | | |
| Presentation Grade | | 15% Total/20 *15 | | | |

Evaluated By _____

Signature _____

Date _____

Students' Self Evaluation for Summer Training

| | |
|--------------|--|
| Student Name | |
| Student ID | |
| Major | |

Please complete this evaluation by selecting the response that best describes your summer training experience

| | Excellent 4 | V. Good 3 | Good 2 | Poor 1 |
|---------------------------------------|----------------|--------------|-----------|-----------|
| Hands on experience | | | | |
| Training Provided | | | | |
| Attitude of Supervisor | | | | |
| Professional Work Environment | | | | |
| Attitude of Employees | | | | |
| Overall Impression of Summer Training | | | | |
| Total | | | | |

Based on your experience with this summer training, would you recommend this organization/company for future students?

- YES
- NO

Progress Report Rubric

| Criteria | SO | Excellent | V. Good | Good | Poor |
|-------------------------------|----|---|--|---|---|
| Group/Partner Teamwork | F | <ul style="list-style-type: none"> Works to complete all group goals. Always has a positive attitude about the task(s) and the work of others. All team members contributed equally to the finished project. Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work. | <ul style="list-style-type: none"> Usually helps to complete group goals. Usually has a positive attitude about the task(s) and the work of others. Assisted group/partner in the finished project. Performed nearly all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Completed most of the assigned work. | <ul style="list-style-type: none"> Occasionally helps to complete group goals. Sometimes makes fun of the task(s) or the work of other group members. Finished individual task but did not assist group/partner during the project. Performed a few duties of assigned team role and contributed a small amount of knowledge, opinions, and skills to share with the team. Completed some of the assigned work. | <ul style="list-style-type: none"> Does not work well with others and shows no interest in completing group goals. Often makes fun of others' work and has a negative attitude. Contributed little to the group effort during the project. Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work. |
| Task Description | | All important details about tasks/jobs assigned and completed; | Generally well described tasks/jobs assigned and completed; | Tasks/jobs mentioned with less details; | Inadequate/no details about activities; |
| Submission Date | E | On Time | Within 1-2 days of submission date | Within 3-4 days of submission date | Not submitted or submitted after 1 week of submission date |

Final Report Rubric

| Criteria | SO | Excellent | V. Good | Good | Poor |
|--|----------------------------|---|---|---|---|
| Cover Page Overall Appearance (Neatness) | F | Cover page exactly according to the given format; all report is double spaced; all report is clean and neatly bound in a report cover; illustrations properly placed | Cover page almost according to the given format; 2/3 pages of the report not double spaced; properly bound; 1/2 illustrations not well placed | Cover page has some missing information; 5-7 pages of report not double spaced; loosely bound; 3/4 illustrations are not placed | Cover page completely not formatted; most of the report not double spaced; very loosely/not bound; illustrations missing/not formatted at all |
| Acknowledgment Abstract Table of Contents Introduction of Organization Training Plan Description of Activities Related Figures/Charts Conclusion References | E H F G I D | Well written & concise abstract and acknowledgement with all important information; properly formatted TOC; all necessary information about organization; well described activities; contents well organized and in logical sequence; all high quality required figures/charts available; well written conclusion and provides all relevant reference | Abstract and acknowledgement with important information identified with 1/2 minor mistakes; well formatted TOC; most of the relevant information about organization; generally well described activities; basic organization of contents is sound; sufficient figure/charts; brief conclusion and sufficient references | Abstract mostly correct with some important information missing; acknowledgment present; TOC has few mistakes; some important information about organization missing; activities mentioned with less details; loosely organized contents and some unity problems; few figures/charts; conclusion with some errors; few references | Abstract has major information missing or too lengthy; no acknowledgment/ too small; TOC poorly formatted; organization information too lengthy/too small/missing; inadequate details about activities; no sequence of information; very little/no or ineffective use of figures/charts; no proper conclusion; no/very few references |
| Grammar Spelling Clarity | F | No grammar or spelling errors; easy to read; rhetoric style is excellent | few grammar or spelling mistakes but none affect meanings; a bit less easy to read; good rhetoric style | Number of grammar or spelling mistakes; understandable; reading requires close attention; some rhetorical errors | Major grammar or spelling mistakes; understanding not possible; fails to communicate on meaningful level; Major rhetorical errors |

**FACULTY OF COMPUTING
& INFORMATION TECHNOLOGY**
KING ABDULAZIZ UNIVERSITY



**كلية الحاسبات
وتقنية المعلومات**
جامعة الملك عبدالعزيز

Presentation Rubric

| Criteria | SO | Excellent | V. Good | Good | Poor |
|--|----------|---|---|--|--|
| Content | B | All information related to the summer training e.g. work place, location, learning etc; points are clearly presented with all necessary description of work done during training period | Sufficient information related to summer training; points are clearly presented but description of work is not thorough | Incomplete information about summer training; adequate details about tasks completed during training | Inadequate information about summer training; incomplete description about tasks completed during training |
| Organization | F | All information presented in a logical & interesting sequence; gives audience very clear picture of training; good transitions; succinct & clear | Most of the information presented in logical sequence; gives audience an adequate picture of training; generally well organized; good transitions | Lacks some sequence of information; difficulty in following for audience; loosely organized | No sequence of information; no understanding for audience; presentation is disjointed |
| Material (Graphics/Visual Aids) | I | Very effective use of visual aids; clear figures and charts; no spelling or grammatical mistakes | Good use of visual aids; graphics relate to text presented; 1 or 2 spelling /grammar mistakes | Occasional use of visual aids; not much related to text; few spelling/ grammar mistakes | Little/no or ineffective use of visual aids; many spelling/grammar mistakes |
| Speaking Skills | F | Clear articulation; excellent delivery with proper volume, steady pace, good posture and eye contact; confidence | Clear articulation; good delivery with good pace, usually projects voice and good eye contact | Some mumbling low voice and uneven pace; little eye contact | Inaudible or too loud; pace too slow or too fast; no eye contact; seems uninterested |
| Length of Presentation | E | Within 2 minutes (+/-) of allotted time | Within 3-4 minutes (+/-) of allotted time | Within 5-6 (+/-) minutes of allotted time | Too long or too short; ten or more minutes above or below allotted time |