

RUBRIC FOR PROGRESS REPORT

Criteria	Poor (0 Mark)	Fair (3 Marks)	Good (6 Marks)	Very Good (10 Marks)
Task Completed (related to project) & Lesson Learned	The required information is missing.	There is only 1 week progress covered	Project progress covers for 2 weeks only. The required elements/ information are written but not well explain. But still meet the requirement.	Project progress covers the whole 4 weeks. The required information is written and well explains. All information has been explained in details.

** Progress report is only related to a project progress. If the student get a project a bit later which less than a month from the submission date, please advice the student to write on the information of the project area such as graphic design, network ,system & multimedia that they learn before the project assigned. The progress report requires 4 weeks explanations.

RUBRIC FOR LOG BOOK REPORT

Criteria	Poor (0 Mark)	Fair (3 Marks)	Good (6 Marks)	Very Good (10 Marks)
Description Task	The required information is missing	Log book reported for 3 weeks only. Only few task recorded.	Log book reported for 5 weeks only .Only half of the task recorded from the expected durations.	Log book reported for the whole 8 weeks, Explanations exclusively for the whole session, daily without failed.

** Log book report is a complete record of the practical training session attended by the student. The report consist of all information regarding student's project or non-project such as any task completed during the tenure in the organization. The log book requires 8 weeks reports (daily).