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| **KINGDOM OF SAUDI ARABIA**  **Ministry of Education**  **KING FAISAL UNIVERSITY**  **College of Computer Sciences and IT**  **Cooperative Training Committee** | KFU Logo. click to go to main page | **المملكة العربية السعودية**  **وزارة التعليم**  **جَامِعَة الملِك فيصَل**  **كلية علوم الحاسب وتقنية المعلومات**  **لجنة التدريب التعاوني** |

Form: Report Evaluation

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The Score is given on a nominal scale of 1 – 4 where 4 is the maximum.

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| **Scale Value (Score)** | **Description** |
| **1** | Unsatisfactory |
| **2** | Developing |
| **3** | Satisfactory |
| **4** | Exemplary |

**Report Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Performance Criteria** | **Max. Marks** | **Weight** | **Score** | **Total** |
| **Organization of Contents** (e.g., report is according to the given template, all sections of template are fully covered) | **16** | **4 X** | |  |
| **Format, Style & Overall Layout** (e.g., appropriate use and labels of figures and tables, references are properly cited in the text and listed in proper format) | **16** | **4 X** | |  |
| **Coop Experience** (e.g., sufficient details about the experiences and lessons learned by the student) | **24** | **6 X** | |  |
| **Technical knowledge** (e.g., appropriate and effective use of CS knowledge in developing a solution) | **24** | **6 X** | |  |
| **Writing Quality** (e.g., writing is free of errors in grammar, punctuation, and spelling- writing flows smoothly) | **20** | **5 X** | |  |
|  | **100** | **Report Total** | |  |

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| --- | --- |
| **Report Marks Obtained =** | **Report Total \* 0.20** |
|  |

**Faculty Supervisor’s Signature**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_/\_\_\_/ 20\_\_\_\_ |

Form: Report Evaluation Criteria

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| --- | --- | --- | --- | --- | --- |
| **Weight** | **Performance**  **Criteria** | **Unsatisfactory**  **1** | **Developing**  **2** | **Satisfactory**  **3** | **Exemplary**  **4** |
| **4** | **Organization**  **of Contents** | Incomplete and  missing sections  throughout the  report | All sections  included but are  not complete | All sections  included,  complete but  lack elaboration | The report is  according to the  given template, all  sections of template  are fully covered |
| **6** | **Technical**  **knowledge** | Report  demonstrated no  use of  professional  tools and  techniques | Poor selection of  tools and  techniques used  to present  information | Appropriate tools  and techniques  used to present  the information  but includes lack  correctness and  proper usage | Report  demonstrates  effective use of  professional tools  and techniques with  proper and correct  usage |
| **4** | **Format, Style**  **& Overall**  **Layout** | Report difficult  to follow (styles,  colors)  Information not  organized/laid  out properly | Acceptable  formatting with  little  Information and  organization | Good formatting  and organization  & layout relate to  report theme | Excellent formatting  and labels of  figures, tables  and references  are properly cited  in the text and  listed in proper  format |
| **6** | **Coop**  **Experience** | The reports lacks  information  about the  experience and  lessons learned | The report  provides an  incomplete and  rough description  of the experience  and lessons  learned | The report  provides  satisfactory  details about the  experience and  lessons learned  lacking critical  thinking and  analysis | The report includes  sufficient details  about the  experiences and  lessons learned by  the student  throughout the  cooperative training  program |
| **5** | **Writing**  **Quality** | The document is  full of spelling  and grammatical  mistakes with an  unprofessional  writing style | The document  contains a few  spelling and  grammatical  mistakes but uses  an ineffective  writing style | The document  contains a few  spelling and  grammatical  mistakes with an  acceptable  writing style | The document  contains correct  spelling and  grammar and an  effective writing  style |