

RUBRICS #4

MMJ34603: LOGBOOK ASSESSMENT (PO 10 – 10%)

To be assessed by the Group Supervisor by examining the maintenance of the student's logbook, including the record of meetings and organisation.

Group Supervisor's Name:

Student's Name:

Group #:

Criteria (Weightage)	Exemplary (7)	Good (6 – 5)	Acceptable (4 – 2)	Unacceptable (1)	Score
Compliance with logbook format	Almost all the logbook formats are made in compliance with the guidelines. Very neat and well organised. Use the right choice of words/terms in labelling.	Most of the logbook format is made and generally in compliance with the guidelines. Sufficiently neat and organised. Words/terms in labelling are generally correctly used.	Most of the logbook format is made, and occasionally, in compliance with the guidelines. Acceptably neat and organised. Most of the words/terms in labelling are used incorrectly.	Some of the logbook formats are followed, and often in non-compliance with the guidelines. The logbook is unorganised. Labelling is incomplete.	___x1
Organisation	The information is very well organised. There is a clear evolution of the design process. Good headings on every sheet and according to contents.	The information is well organised. Can detect the evolution in the design process. Proper choice of headings to reflect the contents.	The information is somewhat organised. Very few have the headings.	The information is poorly organised.	___x3
Logbook Details	All the sheets in the logbook are exceptionally details, providing an in-depth look into the progress and management of the project. Mostly contains more than 5 entries/week. Information is explained in the student's own words.	Most of the sheets in the logbook have the details, providing quite an in-depth look into the progress and management of the project. Mostly contains min 5 entries/week. Most information is explained in the student's own words, but some is copied "word for word". Very few cut & paste.	An appropriate amount of detail is used to explain the activities logged/ observed in the sheets, reflecting the progress and management of the project. Meet min 5 entries/week. Most information is copied "word for word", or some is cut & paste.	Details are missing or insufficiently illustrated, such as what activities were logged/ observed to reflect the progress and management of the project. Most information is copied "word for word", mostly cut & paste.	___x5
Management Minutes of The Meetings	Concise minutes of the meetings are consistently recorded (>7 meetings). Written minutes summarise attendance, discussions, and actions. Minutes are also distributed electronically within two days of the meeting. The contribution of team members is clearly identified.	Minutes of the meetings are briefly recorded (>7 meetings). Written minutes summarised the attendance, discussions, and actions. Most of the minutes are distributed electronically on the days of the meeting. The contribution of team members is highlighted most of the time.	Minutes of the meetings are sometimes recorded (<7 meetings). Minutes summarising attendance, discussion, and actions are poorly written. The minutes are distributed, but not consistently. Some minutes are more complete than others. The contribution of team members is not highlighted clearly.	Minutes are either non-existent (<7 meetings) or sketchy, containing little beyond attendance lists.	___x5

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Criteria (Weightage)	Exemplary (7)	Good (6 – 5)	Acceptable (4 – 2)	Unacceptable (1)	Score
Presentation of Information	Information is presented in a variety of different ways, including all the following methods, but not limited to: Mind maps, <u>many</u> sketches of designs, diagrams, charts, tables and graphs. All are neatly labelled.	Information is presented in a variety of different ways, including most of the following methods, but not limited to: Mind maps, charts, diagrams, tables and graphs, and a <u>few</u> sketches of designs. Some are labelled.	Information is presented in a variety of different ways, including a few of the following methods, but not limited to: Mind maps, charts, diagrams, tables and graphs. <u>Very few</u> sketches of designs. Few are labelled.	Information is presented using only one or two of the following methods, but not limited to: Mind maps, charts, diagrams, tables and graphs. <u>Too few</u> or <u>no</u> sketches of designs. Very little labelling.	___x5
Logbook Submission and Verification	The supervisor's signature and verification are present in all sheets and dated. The logbook is always up-to-date and submitted consistently to be reviewed weekly by the supervisor.	The supervisor's signature and verification are present in most of the weekly sheets and are dated. Most of the logbook is up-to-date and is usually submitted consistently to be reviewed weekly by the supervisor.	The supervisor's signature and verification are present in most of the weekly sheets and are dated. Most of the logbook is completed in backdated and is usually submitted fortnightly or monthly to be reviewed by the supervisor.	The supervisor's signature and verification are mostly obtained toward the <u>end</u> of the semester, or verification is missing on most of the sheets. Almost all the logbooks have been completed in the past.	___x5
TOTAL					/168

Date of Assessment:

Group Supervisor's Signature: