

Appendix 10

Rubric for Project Report Writing

Parameters	Excellent 10 pts	Very Good 8 pts	Fair 6 pts	Poor 3 pts	Weightage
Content & Organization	Content is comprehensive, accurate. Structure of the report is clear and easy to follow.	Content is accurate but not comprehensive. Structure of the report missed in addressing few topics and is not easy to follow.	Content does cover few points only. Structure of the report lacks the flow of report.	Content is incomplete No Structure of report	40%
Guided Format Includes Graphics etc.	Report follows designated guidelines and in the range with limit number of pages. Includes Graphics to support content matter accurately.	Report follows most guidelines and in range with limit number of pages. Includes few Graphics and Pictures to support content.	Report follows less guidelines and number of pages are under the minimum limit. Included graphic does not support content	Report lacks many elements of guidelines and pages are under the minimum limit. No graphics. Included	40%
Language, Grammar & Spelling	Language is clear and precise. Grammar, usage and spelling is correct.	Language is mostly clear. Grammar and spelling are ok.	Language lacks clarity and few mistakes in Grammar and spellings.	Language lacks many elements. Grammatical and spelling errors.	20%

General format guidelines for PBL based Internship Project practicums report:

The Report should be printed on 8 1/2" X 11" bond pages minimum of 30 and numbered consecutively and spiral bound. One report need to be submitted for each group.

1. Title page including the following information in the order listed:

- Title - INTERNSHIP REPORT
- Students Names (Group wise)
- Students IDs & Institution
- Internship Period:
- Date Submitted

2. Table of Contents.

- Background theory related to assigned on-site Project activities.
- List of Construction or project sites visited.
- List of Project activities going on or assigned for each topic.
- Abstract
- References.

3. Background Theory related to project activities -

- In your own words List of summarize briefly the technical theory related to Construction site or Project based learning activities performed during internship period. For example: Surveying, Foundation design etc

4. Construction or project sites

- List down all the project practicums during PBL based internship with the day, date, time and the duration of stay for assigned project based practicums.

5. List of Project practicums going on or assigned for each site will include:

- Construction Site Name or address
- Site Supervisor's name and contact number.
- Type of Project (Residential, Commercial etc.)
- Scale of Project in investment value (if possible)
- Project activities performed, monitored, learned or observed in chronological way.
- Please include pictures of and/or field book notes etc. for practicums performed.

6. Abstract:

- In your own words summarize the internship or field experience.
- How field experience had enhanced your learning or how theoretical learning was reflective in related project field activities.
- Does the outside classroom experience benefits your understanding level for civil engineering course work.