KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY

INTERNSHIP PROGRAM BOOKLET

POLICY, PROCEDURES AND ASSESSMENT

(2016 – 2017)

Table of Contents

PREFACE

After spending almost three years at Komar University of Science and Technology and earning over 80 credit hours, students need to acquire hands-on experience in a real-work envernment, where they have the opportunity to compare what they learn within the classroom with the actual and physical work conditions. This process is arranged for and orchestrated via the Internship Program (henceforth also referred to in this booklet as IP). It is a none- credit hour requirement that all students should complete prior to conducting their graduation project.

The Internship Program Course is governed by the following principles:

- Coordination between KUST and industries, commercial businesses and government agencies.
- Complinace on the part of students and hosting companies alike with KUST's policies and regulations regardless of without a direct KUST supervision.
- The student's earning of a "Satistied" grade at the end of the IP course. This grade must be based on the student's fulfilment of all his or her assignments, on the evealution of the hosting company and the chairman's evaluation.

I would like to thank all academic departments for their valuable inputs, in general, and Dr. Muayad Jajo for his editing and adding rubric assessments for evaluating reports and presentation.

Dr. Salah Aziz
President
September 28, 2016

THE INTERNSHIP PROGRAM BOOKLET

(Effective for 2016-2017)

1   OVERVIEW

The Internship Program (IP) is a formal assignment conducted by students on an area related to the curriculum and involving out-of-class activities and development. It is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for a real-work environment at KUST-approved and officially registered companies, organizations and institutions. The IP requires a variety of skills and fields of knowledge to be completed which are acquired during the three years of study at the university. It is important for students to follow the guidelines of this booklet carefully and accurately and to check with their academic chairmen frequently to be assured they are on the right track and to be informed about any updates and modifications made to the Internship Program. This assessment will be made by the hosting institution and the KUST department's chairman.

2   IP COMPONENTS

The following components are requirements for a completion of the Internship Program Course at KUST:

1. A professional and effective CV to be written and submitted by the student,
2. The selection of a hosting organization,
3. The student's attendance at the workplace of the hosting organization.   The minimum number of hours of actual attendance is to be determined by the KUST department,
4. Obtaining the hosting organization's satisfaction of the student's performance,
5. A report generated and submitted by the student upon completion of the internship period at the hosting organization
6. A presentation made and delivered by the student upon completion of the internship period

To pass the course, the student must obtain a "Satisfied" grade.

3   THE IP COURSE
3.1   Pre-Requisites:
1. The student should be in his / her junior year of study
2. A minimum of 85 credit hours covered by the student
3. A GPA of "C" (70-74)
4. Successful completion of four departmental junior courses (specified by the individual departments). The department courses required are stated in Appendix VII in this booklet.
5. Successful completion of the Professional Communication course (if required by the department).

Student eligibility for the internship program course must be checked by the Office of Student Affairs and Registration (OSAR) at KUST.

3.2   Course Description and Objectives:
This course is a work-related experience in a private, public or governmental organization with a view to enhancing the student's knowledge of academic concepts and theories within his or her major area.

The course is designed to provide students with the opportunity of applying what they learn in their academic courses to real-world situations. It encourages exposure to career training and brings the knowledge and skills that KUST students acquire in their courses further down to earth. Students are given the chance to work in a professional setting of their choosing a workplace supervisor, who will evaluate the intern's performance. KUST faculty is committed to making the internship a quality educational experience that involves integrating academic learning with practical hands-on experience.

The course also aims at providing the market with a potential workforce and providing the public and private industries and institutions with the opportunity to test the new generation at work, thus injecting the workforce with young blood.

3.3   Course Learning Outcomes:
Upon successful completion of the course, the student is able to:
  a. Think critically and creatively about his or her major
  b. Relate the academic concepts acquired at the university to the workplace
  c. Understand the strengths and weaknesses of the workplace and the work environment experienced
  d. Apply and practice problem solving skills
  e. Apply and practice the knowledge and skills acquired in the Professional Communication course

3.4   Course Requirements:
Students must fulfil the course requirements by
  A. Submitting the 20-Hour Report to the department chairman and the hosting organization
  B. Attend at the workplace of the hosting organization and performing the tasks assigned to him or her based on a work schedule
  C. Presenting the final report publically
  D. Earning "Satisfied" grade upon completion of the course

4   IP BENEFITS
4.1   Student Benefits
  1. It helps students decide if they are interested in a particular career or not.
  2. It provides students with hands-on practical experience that improves their skills.
  3. It provides the students with the opportunity to apply the knowledge they obtained in their course learning outcomes.
  4. It helps students create a network of contacts.

5. It enriches their CVs by adding work experience to their credentials. This will render the students more competitive in the job market.
6. It might help them obtain recommendation letters from the institution they work for during their internship period.
7. It might guarantee the students a permanent employment at the internship institution.

4.2 University Benefits
1. It helps the university assess its students more accurately, since the internship compels the students to put the skills they acquired in their academic courses to practice.
2. It helps the university improve the learning outcomes and the curriculum of its departments to make them more practical.

4.3 Hosting Organization Benefits
3. To obtain information about the academic process in the country and can have their positive input on how to improve it.
4. The opportunity to test and shape the workforce of the future.
5. Injecting current work with new talents skills.
6. Consolidating the business and social networks between the industries and the academic institutions.
7. Testing potential employees with a view to future recruitment.
8. Reduction of load on current employees
9. The opportunity to provide current employees with supervision tasks to test their leadership and professional skills.

5 RESPONSIBILITIES
5.1 Student Responsibilities:
Students are responsible for completing the Internship Program following all the instructions and regulations provided in this document and given by the department chairman. The students' responsibilities include

    (a) Writing a professional and effective CV
    (b) Deliver a presentation before his or her department after the completion of the internship period
    (c) Having an interview
    (d) Selecting a hosting organization
    (e) Accepting the hosting organization's area of work
    (f) Abiding by the hosting organization's rules and regulations
    (g) Fulfilling the hosting organization's assignments in time
    (h) Completing IP course hours required in this document
    (i) Preparing and submitting the 20-Hour Report, to be signed by a representative of the hosting organization, delivered to OSAR and the chairman
    (j) Composing and submitting a 5-page report
    (k) Delivering a professional and effective presentation period

5.2 Department Chairman Responsibilities:
The KUST Chairman responsibilities include:

(a) Offering guidance to students
(b) Addressing any difficulties and issues students might face throughout the internship program
(c) Reading and evaluating the 20-Hour Report submitted by the student and providing advice to the student or the hosting organization whenever necessary
(d) Reading and evaluating the student's final report
(e) Evaluating the student's presentation
(f) Filling out the chairman's evaluation form with the final result, signing it and submitting it to the Office of Student Affairs and Registration (OSAR) with a copy of the student's final presentation enclosed.

6   IP PERIOD AND CREDIT HOURS REGISTRATION

Students have the right to enroll in the Internship Program for the summer semester or the fall semester. According to University Order F15-101-102 of July 13, 2016, students' registration and participation in the Internship Program are based on the following regulations:

Semester	Number of Credit Hours	Number of IP hours/week	Number of Weeks	Total Number of IP Hours
Summer	3	20	7	140-160*
Fall	12	10	14	140-160*

* Students fulfill the IP requirements by completing a total of 140 hours. If a student needs extra time to complete the IP requirements, he or she can request an addition of 20 more hours to reach a total of 160 hours. If a student could not complete the IP requirements in a total of 160 hours, he or she must repeat the IP course in the next semester.

7   IP GRADING SYSTEM

The two grading options made available for the chairman are "Satisfied" and "Unsatisfied". Either grading option should be clearly stated by the department chairman on the IP Grade Form and sent in time to the Office of Student Affairs and Registration (OSAR). Below is the interpretation of these grading options:

- **Satisfied:** It means that the student fulfils the IP requirements and may register in courses where IP is a pre-requisite.
- **Unsatisfied:** It means that the student failed to fulfil the IP requirements and cannot register in any course where IP is a pre-requisite. The student must in this case repeat the IP course in the following semester.

8   RELATED ISSUES

(a) Interruption of the Internship Program. If a student cannot complete the period required in the Internship Program, he or she will earn "Unsatisfied".

(b) KUST does not finance or cover the expenses of any part of the Internship Program for any student. Therefore, it is the student's responsibility to cover IP-related expenses and costs.

(c) Some companies provide stipends, transportation, food, etc. This matter is entirely up to the hosting organization to manage. KUST is not obliged to interfere or intervene in it.

(d) KUST itself may and could be used as a hosting organization for IP students. In this case, several factors should be taken into consideration including the workplace relevance to the student's major and pinpointing the exact internship workplace within KUST. These factors should be closely examined by the student's department.

Appendix I: The Internship Program Application Form

Name/Code of Students:	Department/College:
	Date of Filling the Form:
Pre-Requisites: 1. Total Credit hours and GPA: Minimum 85 C.H. with GPA "C" (70-74). 2. Professional Communication, if it is required by the department. 3. Four Departmental Junior Courses: To be identified by the department.	**Chairman Verification:** All pre-requisites are fulfilled. ( ) Yes, ( ) No If not, the student is missing: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 **Name/Signature/Date:** VP-Student Affairs Verification: All pre-requisites are fulfilled. ( ) Yes, ( ) No If not, the student is missing: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 **Name/Signature/Date:**

Student's Acceptance Statement:
I accept to fulfill all the responsibilities to complete the Internship Program according to the instructions stated in the *Internship Program Booklet* and set by the department.

Name/Signature/date:

* A copy of the Student's CV is must be attached.

1. Name of the Hosting Organization:
2. Name of the Top Administrator:

Contact Information

Email Address: Tel.:

Physical Address:

3. Name of IP Supervisor:

Supervisor's Contact Information:

Email Address: Tel.:

Physical Address:

Type of company

a. Industry   b. Services,   c. others

Name of the workplace where the student should attend:

Activities and tasks that the student be engaged in:

Report No.	No. of IP hours	Activity / Task
1	1-20	
2	21-40	
3	41-60	
4	61-80	
5	81-100	
6	101-120	
7	121-140	

Suggested Starting Date:

Hereby, I acknowledge my familiarity with the IP University Rudiments for IP and accept to fulfill the responsibilities to complete the Internship Program according to the instructions stated in the *Internship Program Booklet*.

Name and Signature ……………………………………..   Date: …………………………….

Appendix III: The 20-Hour Report

(This form should be filled by the student and signed by the Hosting Organization's IP Supervisor)

Report No.:   Date:

Student's Name and ID:

Department:

Semester: ☐ Fall   ☐ Spring   ☐ Summer   201_

Name of the Hosting Organization:

Report Commencement Date:

Report Completion Date:

Number of Working Hours:

Description of the Activity / Task Assigned:

……

……

……

……

……

……

Student's Signature:

Date:

Hosting Organization's IP Supervisor's Signature:

Date:

Department Chairman's Evaluation based on the students' performance (use Satisfied or Unsatisfied):

_____

A copy of this form should be preserved in the department's Archives

(to be filled out by the department chairman)

Student's Name and ID:

Department:

Semester: ☐ Fall   ☐ Spring   ☐ Summer   201_

Name of the Hosting Organization:

Starting Date of the Internship Period:

Ending Date of the Internship Period:

Number of Working Hours:

Part A (50%) Activities:

Based on activities and tasks assigned to the student by the IP-Hosting Organization and on the seven reports submitted by the student, the student received …………………………. (All documents attached)

Part B (25%): Final Report:

Based on the student's IP Final Report attached, the student received ………………………….

Part C (25%) Presentation:

Based on the student's IP presentation attached, the student received …………………………..

Total Grade: %

If the student obtains a minimum grade of C-, he or she receives "Satisfied". If the student obtains a grade below C-, he or she receives "Unsatisfied".

Name and Signature of the Department Chairman:

Date:

A copy of this form and all the documents attached to it should be sumbitted to the Office of Student Affairs and Registration (OSAR)

Appendix V: IP Student Feedback Form

to be filled out by the student under the supervision of an employee of Office of Quality Assurance and Accreditation at KUST

Student's Name and ID:

Department:

Semester:　　　☐ Fall　　　　☐ Spring　　　　☐ Summer　　　　　　201_

Name of the Hosting Organization:

Internship Period Commencement Date:

Internship Period Completion Date:

Number of Working Hours:

1. Have you found the Internship Program useful?
2. List the strengths of the Internship Program:
   a.
   b.
   c.
3. List the weaknesses of the Internship Program:
   a.
   b.
   c.
4. Which course benefited you the most in your internship?

5. What course do you think should be added to the curriculum?

6. What course should be modified to better prepare students for their internships?

7. Would you like to work in the same organization that hosted you after graduation?

8. Would you recommend the organization that hosted you to other students registering for their internships?

Student's Comment:

………
………
………
………

A copy of this form should be submitted to the Office of Quality Assurance and Accreditation at KUST

Appendix VI: IP Hosting Organization Feedback Form

(to be filled out by the IP Supervisor in the hosting organization under the supervision of a member of the Office of Quality Assurance and Accreditation at KUST)

Student's Full Name:

Department:

Semester: ☐ Fall ☐ Spring ☐ Summer 201_

Name of the Hosting Organization:

Starting Date of the Internship Period:

Ending Date of the Internship Period:

Number of Working Hours:

1. How do you judge the Student's overall character and skills?
   a. Communication: ☐ Good ☐ Medium ☐ Poor
   b. Team work: ☐ Good ☐ Medium ☐ Poor
   c. Language: ☐ Good ☐ Medium ☐ Poor
   d. Computer: ☐ Good ☐ Medium ☐ Poor
   e. Attendance: ☐ Good ☐ Medium ☐ Poor
   f. Professional Ethics: ☐ Good ☐ Medium ☐ Poor
2. What are the intern's strengths?
   a.
   b.
   c.
3. What are the intern's weaknesses?
   a.
   b.
   c.
4. Would you like to hire the intern after his or her graduation?
5. Would you like to have more KUST students to serve as interns in your organization in the future?

Organization's Comment:

……

……

……

……

A copy of this form should be send to the Office of Quality Assurance and Accreditation at KUST

Appendix VII: IP-Required Department Courses (2016-2017)

Department: Business Administration/ E-Commerce

❖ **Core Courses of the Business Administration Department:**

For E-commerce:
- ✓ Foundation of e-Commerce, (ECO3305)
- ✓ Software Development, (ECO3310)
- ✓ B2B Commerce, (ECO3330)
- ✓ E-Government Strategy (ECO4325)
- ✓ Professional Communication

Department: Business Administration / Information Management

❖ **Core Courses of the Business Administration Department:**

For Information Management:
- ✓ Foundation of IT Management, (INFO3305)
- ✓ Software Development, (ECO3310)
- ✓ Managing People and Organization (BUS 3345)
- ✓ Data Base Management, (INF3315)
- ✓ Professional Communication

Department: Department of Accounting

❖ **Core Courses of the Department of Accounting:**
- ✓ Cost Accounting (ACC3325)
- ✓ Financial Statement Analysis (ACC3330)
- ✓ Accounting Information System (ACC3320)
- ✓ International Business Environment (BUS 3315)
- ✓ Professional Communication

Department: Civil Engineering Department

❖ **Core Courses of the Civil Engineering Department:**
- ✓ Soil Mechanics
- ✓ Engineering Materials

- ✓ Structural Analysis & Design
- ✓ Reinforced Concrete I
- ✓ Professional Communication

Department: Computer Engineering Department

❖ **Core Courses of the Computer Engineering Department:**
- ✓ Object Oriented Program (CPE3340)
- ✓ Foundation of Database Systems (CPE3335)
- ✓ Data Structures (CPE3330)
- ✓ Computer Logic Design& Lab (CPE3425C)
- ✓ Professional Communication

Department: Environmental Engineering Department

❖ **Core Courses of the Environmental Engineering Department:**
- ✓ Environmental Engineering Materials
- ✓ Environmental Engineering Microbiology
- ✓ Environmental Engineering Fundamentals
- ✓ Health safety and environment
- ✓ Professional Communication

Department: Petroleum Engineering Department

❖ **Core Courses of the Petroleum Engineering Department:**
- ✓ Reservoir Rock Properties
- ✓ Reservoir Fluid Properties
- ✓ Well Logging OR Drilling
- ✓ Professional Communication

Department: Department of English

❖ **Core Courses of the Department of English:**
- ✓ Translation II (TRN3201)
- ✓ Creative Writing (ENG3345)
- ✓ Literacy Criticism (ENG3375)
- ✓ Introduction to Linguistics (ENG3230)

Department: Medical Laboratory Science

❖ **Only senior students are IP-eligible and student eligibility requires the approval of the department's chairman.**

Appendix VIII: IP Report Assessment Rubric

AREA OF ASSESSMENT	WEIGHT	AREA ISSUES	T	F	N/A	SCORE
RELEVANCE		**No Relevance Established:** If the report is not based on the student's IP experience, the evaluator stops at this point and gives the student(s) a score of zero.				
ACADEMIC HONESTY		**Plagiarism Detected:** If any plagiarism has been detected in the report, the evaluator stops at this point and consults KUST's Plagiarism Policy. The policy will determine whether the evaluator will continue to complete this rubric or not.				
TITLE	5	The report does not have a title page.				
		The report has a title page, but it does not contain all the information required according to the *Internship Program Booklet*.				
		The formatting and layout of the title page does not meet the requirements.				
		The title of the report is not well phrased and / or does not clearly express the content of the report.				

ABSTRACT	5	The report does not have an abstract.				
		The abstract does not meet the standard requirements stated in this booklet.				
TABLE OF CONTENTS	3	The report does not have a table of contents				
		The pages and / or section titles and subtitles on the Table of Contents do not match their counterparts in the rest of the report.				
ACKNOWLEDGEMENTS	2	The report does not have the acknowledgements section.				
		The acknowledgements are not well expressed.				
INTRODUCTION	5	The introduction is too short or too long				
		The introduction is not clear or is not related to the topic.				
		The student does not introduce his or her topic and give an overview of the report				
		The objective of the report is not stated clearly.				
BODY	45	The report contains a percentage of invalid information. The points deducted will be calculated in proportion to this invalidity percentage.				
		A percentage of the information presented				

		is not useful. The points deducted will be calculated in proportion to this percentage.				
		The information presented is not adequate.				
		Tautology has been detected.				
		The report contains a percentage of digressions. The points deducted will be calculated in proportion to this percentage.				
		There is no clear line of reasoning.				
		The transition from one section to another in the body is not clear and smooth.				
		The report is a mere description of the topic and lacks an argumentative edge.				
		There is lack of organization of ideas.				
		The report lacks coherence.				
		The views and ideas presented are not supported with evidence.				
		The report contains bold statements and wild assumptions.				
		The graphic data, if any, is not clear and / or does not support the argument in the report.				
CONCLUSIION AND	8	The conclusion does				

BACK MATTER		not meet the standard requirements.				
		The conclusion does not logically follow the body of the report.				
		The objective of the report is not reiterated in the conclusion.				
		The conclusion does not summarize the findings of the study.				
		The conclusion is too long or too short.				
		The report lacks originality.				
		The appendices, if any, are not relevant.				
		The appendices, if any, are not clear.				
DOCUMENTATION	7	The sources are not well documented.				
		The required documentation style is not used (For science departments, the documentation style used should be APA. For the departments in the College of Languages, it should be either APA or MLA).				
		There is no consistency in the documentation style used.				
		There is no reference section at the end of the report.				
		The references cited in the reference section are not sufficient.				
LANGUAGE AND MECHANICS	15	The student does not demonstrate a good command of the				

		English language (i.e., the report contains grammatical mistakes, spelling mistakes, punctuation mistakes and sentence structure mistakes, and there are cases where words are misused).				
		The style is not scholarly. Use of colloquialism and slang is detected.				
		The sentences do not clearly express the ideas which the student wants to convey to the reader.				
		Verbosity and inflated diction are detected.				
		When a technical or jargon term is used, it is not clearly defined or explained.				
FORMATTING AND LAYOUT	5	The total number of pages does not lie within the range required.				
		The report is not bound.				
		The font sizes are not as required.				
		Paragraph formatting is not as required.				
		Line Spacing are not as required.				
		Margining is not as required.				
		The number of words does not lie within the word count range required.				
		The report is not				

		paginated or is mis-paginated.				
					TOTAL SCORE:	

Signature:

Date:

Appendix IX: IP Student Presentation Assessment Rubric

AREA OF ASSESSMENT	WEIGHT	AREA ISSUES	T	F	N/A	SCORE
RELEVANCE		**No Relevance Established:** If the presentation is not based on the student's IP experience, the evaluator stops at this point and gives the student(s) a score of zero.				
ACADEMIC HONESTY		**Plagiarism Detected:** If any plagiarism has been detected in the presentation, the evaluator stops at this point and consults KUST's Plagiarism Policy. The policy will determine whether the evaluator will continue to complete this rubric or not.				
TITLE	5	The presentation does not have a title.				
		The presentation has a title, but the title does not reflect the presentation conent.				
INTRODUCTION	5	The student does not greet the audience at the beginning of the presentation.				
		The student does not introduce himself or herself at the beginning of the presentation.				
		The introduction is too short or too long				
		The introduction is not clear.				
		The introduction is not related to the topic.				
		The student does not introduce his or her topic and give an overview of the presentation				
		The objective of the presentation is not stated clearly.				
BODY	45	The presentation contains a percentage of invalid information. The points deducted will be				

		calculated in proportion to this invalidity percentage.				
		A percentage of the information presented is not useful. The points deducted will be calculated in proportion to this percentage.				
		The information presented is not adequate.				
		Tautology has been detected.				
		The presentation contains a percentage of digressions. The points deducted will be calculated in proportion to this percentage.				
		Video files and / or audio files, if any are used, are not related to the presentation topic. (Note: students are not obliged to use video files or audio files in their presentations)				
		There is no transition from one section to another in the body.				
		The transition from one section to another in the body is not clear and smooth (i.e., at the end of each section of the presentation, the student does not mention that the section is over and the next section is to be discussed).				
		The presentation contains long unnecessary pauses and interruptions (Note: any interruptions that are out of the student's control, such as power failure) are not counted against the student).				
		The presentation is a mere description of the topic and it lacks an argumentative edge.				
		There is lack of organization of ideas.				
		Coherence is missing or lacking.				
		The views and ideas presented are not supported with evidence.				
		The presentation contains bold				

		statements and wild assumptions.				
		The student spends considerable time looking at his or her notes				
		The conclusion does not logically follow the body of the presentation.				
		The objective of the presentation is not reiterated in the conclusion.				
		The conclusion is too long or too short.				
		The student fails to ask the audience at the end of the presentation if they have any questions or comments.				
		The student does not thank the audience for their attendance and attention.				
INTERACTION	5	Audience questions, if any, are not answered fully, clearly and convincingly, and the answers are not supported with clear examples or facts.				
		Counterviews are not welcome and / or are refuted aggressively or resentfully.				
		The student responds dismissively to questions made by the audience.				
		The student cannot manage to maintain the interest and attention of the audience throughout the presentation.				
		The student fails to make the audience aware (or to increase their awareness) of the importance of the presentation topic.				
LANGUAGE AND STYLE	15	The student does not demonstrate a good command of the English language (i.e., the student's speech contains grammatical mistakes, pronunciation mistakes and sentence structure mistakes, and there are cases where words are misused. This also applies to the				

Category	Points	Criteria				
		text in the slideshow).				
		The style is not scholarly. Use of colloquialism and slang is detected.				
		The sentences do not clearly express the ideas which the student wants to convey to the audience in both the student's speech and the slides.				
		Verbosity and inflated diction are detected.				
		When a technical or jargon term is used, it is not clearly defined or explained.				
DELIVERY, VOICE AND BODY LANGUAGE	5	The student's voice is not audible.				
		Enunciation issues have been detected.				
		The student does not use proper voice intonation and he or she speaks in a monotone.				
		The delivery rate is not appropriate.				
		The student does not use appropriate gestures and body posture.				
		The student is not dressed appropriately.				
		The student sits while delivering the presentation.				
		The student stays put in one spot during the presentation.				
		The student does not maintain eye contact with the audience.				
ATTITUDE	5	The student does not show interest and enthusiasm in the topic during the presentation.				
		The student does not show respect to the audience.				
		A tone of irony and sarcasm is detected in the student's performance.				
		The student lacks self-confidence and reveals signs of hesitation or confusion.				

SLIDESHOW	10	The slideshow does not have a title slide.				
		The slideshow does not have a conclusion slide.				
		The number of slides fall short of the minimum number required.				
		The slides are lacking in text.				
		Slide text is illegible				
		No graphics are used.				
		The slides lack visual balance.				
		The Rule of Thirds is violated.				
		The audio, if any is used, is inaudible or not clear.				
		The videos, if any are used, are not clear.				
		The color scheme is not effective.				
		Slide backgrounds are not effective.				
		Slide transitions are poor.				
		Excessive use of text is made on the slides.				
		Excessive use of graphics is made on the slides.				
TIME MANAGEMENT	5	The presentation ends before the minimum time duration required expires.				
		The student exceeds the time duration limit allowed.				
		Video files and / or audio files, if any are used, are not kept within a time limit of one minute. (Note: students are not obliged to use video files or audio files in their presentations)				
					TOTAL SCORE:	