

Practical Training Marking Scheme

1. Organization supervisor Assessments (From Feedback data Form) (10 marks)

2. Weekly Reports (30 marks)

- a) signed and stamped by organization supervisor – *10 marks*
- b) Tasks, skills & knowledge acquired are well expressed - *20 marks*

3. Final Report (60 marks)

Front cover – *6 marks*

- a) Name and UCC Logo
- b) Report Title Name
- c) Student Name, Registration number and mobile phone number
- d) Supervisor Name (UCC – Supervisor)
- e) Name of Organization where the field was conducted
- f) Student can include also the Organization supervisor name but not necessary

- i. Preface/abstract – *4 marks*
- ii. Acknowledgment – *3 mark*
- iii. Table of Content with contents and page numbers of each content – *5 marks*
- iv. Table of Abbreviations if used – *2 marks*

- 1. General introduction **to the topic under study** – *10 marks*
(Briefly about the organization; more about the topic)

2. Main /Body

Purpose	5 marks
Methodology	5 marks
Presentation of the results	5 marks
Discussion of the results	5 marks

- 3. Conclusion (normally from discussion) – *5 marks*
- 4. Recommendations (to the Organization, and also to UCC) – *5 marks*
- 5. References/bibliography



Your field report will look like this (spacing must be 1.5; Times New Roman; font size 12)

COVER PAGE

Title: FIELD PRACTICAL TRAINING REPORT CONDUCTED AT..... FROMTO.....
MAIN AREAS COVERED ARE.....
STUDENT NAME:.....
STUDEBNT REGISTRATION NUMBER.....
STUDENT MOBILE PHONE:.....
UCC SUPERVISOR NAME
NAME OF ORGANIZATIONDISTRICT.....REGION.....
ORGANIZATION SUPERVISOR NAME

ABSTRACT (0.5 to 1 page)

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ACKNOWLEDGMENT (0.5 to 1 page)

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TABLE OF CONTENT

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TABLE OF ABBREVIATIONS

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GENERAL INTRODUCTION (1 to 3 pages) (Briefly about the organization; more about the topic)

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MAIN BODY

PURPOSE (0.5 to 1 page)

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METHODOLOGY (0.5 to 1 page)

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PRESENTATION OF THE RESULTS (1 to 2 pages)

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DISCUSSION OF THE RESULTS (1 to 4 pages)

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CONCLUSION 0.5 to 1 page

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RECOMMENDATIONS 1 to 2 pages

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REFERENCES/BIBLIOGRAPHY -2 MARKS

WEEKLY REPORT (DATA FORM) APPENDED AT THE END OF THE REPORT.

A COPY OF FIELD ACCEPTANCE LETTER ATTACHED

**Deadline for submitting the report to THE COORDNATOR FOR ACADEMI COURSE: MAR 31
2023**