



The Department of Marketing and Logistics has arranged the following sessions for Work Integrated Learning Presentations as follow:

For Semester 1 of 2016	For Semester 2 of 2016
1. First Session: May 23-27, 2016	1. First Session: October 10-14, 2016
2. Second Session: June 1-3, 2016	2. Second Session: October 24-27, 2016
3. Third Session: June 13-15, 2016	3. Third Session: November 7-11, 2016

1. Bachelor of Transport Management [07BTRM]

WIL Co-ordinator's: Mr. Oscar KAVERU for Full-time and Part-time Students, and Ms Gloria TSHOOPARA for Distance Students only.

2. Bachelor of Logistics and Supply Chain Management [07BLSM]

WIL Co-ordinator's: Mr. Oscar KAVERU for Full-time and Part-time Students, and Ms Gloria TSHOOPARA for Distance Students only.

3. Bachelor of Marketing [07BMAR]

WIL Co-ordinator: Mr. Clemens KAZONDOVI for Full-time, Part-time and Distance Students.

**Note Be:** All students are required to make their respective individual arrangement's with the concern WIL Co-ordinator as per the above stipulated dates. No early and/or late WIL presentations will be allowed!!!

**Booking of WIL Presentations:** All students are to book their respective presentations through the e-mails provided below.

E: okaveru@nust.na

or

E: gtshoopara@nust.na

or

E: ckazondovi@nust.na



**PERFORMANCE EVALUATION REPORT:**

(Completed by the Industry Mentor/Supervisor)

Student's Name: \_\_\_\_\_ Number: \_\_\_\_\_  
 Organizations Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Internship Position (description): \_\_\_\_\_

**PART A**

**Definition of the grade to be used for each competence/skill area. The mentor/supervisor should familiarize him or herself with the grading system before allocating a grading based on the skill or competency area which is explained below.**

<b>Grade</b>	<b>Definition of the grade to be used for each competence/skill area</b>
A	Exceptionally good. A really outstanding feature of the student's work. The student performs to an exceptional standard all the time. Requires no supervision with regard to work content. Performs high level tasks and is highly regarded.
B	Performance well above average. The student performs to a very good standard all the time, shows initiative and can be expected to act with no instructional guidance. The student is very above is this area, exceeding the requirements f the job in many but not all aspects
C	Competent. Fulfils all that might reasonably be expected. The student is capable, demonstrating a consistent level of adequate performance with little guidance. For more complex problems the student may need direction.
D	Performance below average. Improvement is necessary. Possible training needed.
E	Development required. The student shows a weakness in this objective area.  The student does not consistently perform to the expected level, requiring additional support of development.

**Weighting:** alongside the grade there is a column for a weighting figure. This allows for one of the four alternative values (below) to be allocated as an indicator of the importance of each competence area within the students' role.

- 0 NOT RELEVANT**
- 1 LESS IMPORTANT**
- 2 IMPORTANT**
- 3 VERY IMPORTANT**



**Evaluation form to be completed by the Industry Supervisor/Mentor**

Competence Area		Comments optional	Grade	Mark Awarded
<b>A</b>	<b>Analysis &amp; Attention to detail</b>		10%	
<b>B</b>	<b>Judgement</b>		10%	
<b>C</b>	<b>Planning and Organisation</b>		10%	
<b>D</b>	<b>Written Communication</b>		10%	
<b>E</b>	<b>Teamwork/Working With Others</b>		10%	
<b>F</b>	<b>Creativity &amp; Initiative</b>		10%	
<b>G</b>	<b>Adaptability / Flexibility</b>		10%	
<b>H</b>	<b>Technical Knowledge/application</b>		10%	
<b>I</b>	<b>Organisational Understanding</b>		10%	
<b>J</b>	<b>Commercial Awareness and Image</b>		10%	
		<b>Total Score</b>	<b>100%</b>	

**Name and Surname:**.....

**Designation:**.....

**Date:**.....

**Signature of the Industry Supervisor/Mentor:**.....



***Appendix I***

## REPORT MARKING SCHEDULE

Name of Student:..... Student umber:.....

Tutor:..... Date:.....

	<b>MAX MARK (%)</b>	<b>MARK</b>	<b>COMMENT</b>
<b>INTRODUCTION</b>	<b>/10</b>		
<b>ANALYSIS - Content</b>	<b>/25</b>		
<b>FINDINGS</b>	<b>/20</b>		
<b>RECOMMENDATIONS</b>	<b>/15</b>		
<b>Conclusions</b>	<b>/10</b>		
<b>GRAMMAR AND SPELLING</b>	<b>/10</b>		
<b>OVERALL APPEAL</b>	<b>/10</b>		
<b>TOTAL</b>	<b>/100%</b>		



**Appendix J**

**ORAL PRESENTATION GUIDELINE**

The oral presentation will be a 15 minute presentation. The presentation should explain why certain recommendations have been made and why suggestions they have made should be followed. Following the presentation, the committee will be given an opportunity to ask the student questions.

Assessment of the presentation

Name of Student:..... Student umber:.....

Evaluator:..... Mark: ..... Date:.....

<b>GENERAL</b>	<b>MAX MARK (%)</b>	<b>MARK</b>	<b>COMMENT</b>
Appearance	/5		
Use of facilities – Powerpoint, overhead	/5		
Clarity of presentation	/10		
Time keeping (accuracy)	/5		
<b>TOTAL</b>	<b>/25</b>		
<b>CONTENT</b>			
Introduction	/10		
Discussion	/25		
Clarity of recommendations	/10		
Conclusion	/10		
<b>QUESTION SESSION</b>			
Is the student able to answer the questions?	/10		
Does the student understand the areas exposed to during attachment?	/10		
<b>TOTAL SCORE</b>	<b>/100%</b>		