

# IBA Experiential Learning Projects 2025

## Client Review Form

Project Name/Title

Company's/Client's Name

Client's Supervisor Name

Designation

Faculty Advisor Name

Class #

Day/Date of review

Venue

Are you satisfied with performance of the project associates/students?

Yes

No Specify the reason: \_\_\_\_\_

In your opinion, what percentage of project requirements were met through this intervention?

Less than 20%       20%-40%       40%-60%       60%-80%       100%

**IMPORTANT NOTE:** Please read the Rubrics for evaluation parameters given at the end of the form before marking the grade sheets.

In the table given below, grade the student on the expectations scale of below, meet, and exceeds.

Where, **Below:** the student is below the performance expectations, **meets:** the student meets the performance expectations, and **exceeds:** the student exceeds performance expectations.

Evaluation Parameters	Student Name & ERP			
	Student 1 Name ERP #	Student 2 Name ERP #	Student 3 Name ERP #	Student 4 Name ERP #
The student was able to present oral work in an organized and accurate manner	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds
The student was able to present written work in an organized and accurate manner	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds
The student was able to demonstrate collaborative skills while working in a team.	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds
The student was able to evaluate a workable solution for an organizational problem	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds
The student demonstrated an understanding and awareness of the client's business practices and organizational culture	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds	Below Meets Exceeds
Project objectives as outlined in the TORs were met successfully	Below Meets Exceeds			
The student gained valuable experiential learning by working on this project	Below Meets Exceeds			
<b>Final Score</b> (out of 30)				

**Comments on the group/individual performance:**

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**Client Signature**

### Rubrics for evaluation parameters

Evaluation Parameters	Below expectations	Meet expectations	Exceeds expectations
<p>The student was able to present oral work in an organized and accurate manner</p>	<ul style="list-style-type: none"> <li>• Exhibits limited structure and organization in the oral presentation, with a lack of coherence and poor transitions.</li> <li>• Lacks confidence and professionalism during the presentation.</li> <li>• Struggles to respond adequately to questions or feedback, providing incomplete or insufficient answers.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates adequate organization and structure in the oral presentation, with a logical progression of ideas.</li> <li>• Demonstrates a reasonable level of confidence and professionalism throughout the presentation.</li> <li>• Responds adequately to questions or feedback, providing relevant and satisfactory answers.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional organization and structure in the oral presentation, with a logical flow of ideas and smooth transitions between key points.</li> <li>• Demonstrates a high level of confidence, poise, and professionalism throughout the presentation.</li> <li>• Responds adeptly to questions or feedback, providing thoughtful and well-developed answers.</li> </ul>
<p>The student was able to present written work in an organized and accurate manner</p>	<ul style="list-style-type: none"> <li>• Presents information with inadequate structure and organization, lacking a clear introduction, body, or conclusion.</li> <li>• Demonstrates noticeable errors in grammar, spelling, or punctuation, affecting the clarity and readability of the written work.</li> <li>• Relies on few or unreliable sources, with inconsistent or inaccurate citation and referencing.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents information in a structured manner, with a clear introduction, body, and conclusion.</li> <li>• Exhibits acceptable attention to detail, with minor errors in grammar, spelling, or punctuation.</li> <li>• Incorporates relevant sources to support arguments and claims, with generally accurate citation and referencing.</li> </ul>	<ul style="list-style-type: none"> <li>• Presents information in a well-structured and coherent manner, with a clear introduction, body, and conclusion.</li> <li>• Exhibits exemplary attention to detail, with accurate grammar, spelling, and punctuation throughout the written work.</li> <li>• Incorporates appropriate and credible sources to support arguments and claims, with accurate citation and referencing.</li> </ul>
<p>The student was able to demonstrate collaborative skills while working in a team setting</p>	<ul style="list-style-type: none"> <li>• Contributes minimally to the team's goals and objectives, often failing to complete assigned tasks adequately.</li> <li>• Demonstrates limited communication skills, rarely engaging in team discussions or providing meaningful input.</li> <li>• Offers minimal feedback or suggestions during team discussions, showing limited critical thinking and problem-solving abilities.</li> <li>• Struggles to collaborate effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to the team's goals and objectives by completing assigned tasks satisfactorily.</li> <li>• Communicates effectively with team members, actively participating in discussions and providing relevant input.</li> <li>• Provides constructive feedback and suggestions during team discussions, displaying some critical thinking and problem-solving abilities.</li> <li>• Collaborates reasonably well with team members,</li> </ul>	<ul style="list-style-type: none"> <li>• Actively contributes to the team's goals and objectives, going above and beyond assigned tasks.</li> <li>• Demonstrates exceptional communication skills, actively listening, and respectfully engaging with team members.</li> <li>• Consistently provides constructive and valuable input during team discussions, demonstrating critical thinking and problem-solving abilities.</li> <li>• Facilitates effective collaboration by promoting open dialogue, encouraging</li> </ul>

	<p>with team members or contribute to conflicts.</p> <ul style="list-style-type: none"> <li>• Lacks leadership skills, rarely taking initiative or coordinating efforts within the team.</li> <li>• Frequently misses deadlines or delivers work of subpar quality, negatively impacting the overall success of the team.</li> </ul>	<p>engaging in dialogue and addressing conflicts in a respectful manner.</p> <ul style="list-style-type: none"> <li>• Demonstrates some leadership skills by taking initiative and coordinating efforts within the team.</li> <li>• Meets deadlines and delivers work of satisfactory quality, contributing to the overall success of the team.</li> </ul>	<p>diverse perspectives, and resolving conflicts in a constructive manner.</p> <ul style="list-style-type: none"> <li>• Shows strong leadership skills by taking initiative, coordinating efforts, and inspiring and motivating team members.</li> <li>• Consistently meets deadlines and delivers high-quality work, contributing to the overall success of the team.</li> </ul>
<p>The student was able to evaluate a workable solution for an organizational problem</p>	<ul style="list-style-type: none"> <li>• Demonstrates limited critical thinking skills in evaluating the workable solution.</li> <li>• Provides a superficial examination and analysis of the workable solution.</li> <li>• Overlooks or neglects critical factors in the analysis.</li> <li>• Lacks reasoning and evidence to support the chosen solution.</li> <li>• Fails to suggest alternative solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates solid critical thinking skills in evaluating the workable solution.</li> <li>• Provides a detailed examination and analysis of the workable solution.</li> <li>• Considers critical factors in the analysis.</li> <li>• Provides reasoning and evidence to support the chosen solution.</li> <li>• Suggests some alternative solutions or identify areas for improvement in the selected solution.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional critical thinking skills in evaluating the workable solution.</li> <li>• Provides a thorough analysis of the workable solution.</li> <li>• Considers a wide range of critical factors in the analysis.</li> <li>• Provides well-supported reasoning and evidence to justify the chosen solution.</li> <li>• Offers creative and innovative insights by proposing alternative solutions or improvements to the selected solution.</li> </ul>
<p>The student demonstrated an understanding and awareness of the client's business practices and organizational culture</p>	<ul style="list-style-type: none"> <li>• Demonstrates limited understanding of the client's business practices and organizational culture.</li> <li>• Shows a superficial understanding of the client's industry, market position, target audience, and competitive landscape.</li> <li>• Exhibits limited awareness of the client's mission, vision, values, and strategic objectives.</li> <li>• Displays a lack of understanding of the client's internal processes, workflows, and decision-making structures.</li> <li>• Struggles to apply this understanding to inform project</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a solid understanding of the client's business practices and organizational culture.</li> <li>• Shows a good grasp of the client's industry, market position, target audience, and competitive landscape.</li> <li>• Exhibits a satisfactory understanding of the client's mission, vision, values, and strategic objectives.</li> <li>• Displays a reasonable understanding of the client's internal processes, workflows, and decision-making structures.</li> <li>• Applies this understanding to inform project activities, strategies,</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional understanding of the client's business practices and organizational culture, surpassing what is expected.</li> <li>• Shows a comprehensive understanding of the client's industry, market position, target audience, and competitive landscape.</li> <li>• Exhibits a deep awareness of the client's mission, vision, values, and strategic objectives.</li> <li>• Displays a nuanced understanding of the client's internal processes, workflows, and decision-making structures.</li> </ul>

	<p>activities, strategies, and recommendations.</p> <ul style="list-style-type: none"> <li>• Demonstrates limited cultural sensitivity and adaptability when working with the client, failing to consider their values and norms.</li> <li>• Struggles to establish rapport and maintain effective communication with the client.</li> </ul>	<p>and recommendations adequately.</p> <ul style="list-style-type: none"> <li>• Demonstrates some cultural sensitivity and adaptability when working with the client, respecting their values and norms.</li> <li>• Establishes rapport and maintains effective communication with the client.</li> </ul>	<ul style="list-style-type: none"> <li>• Effectively applies this understanding to inform project activities, strategies, and recommendations.</li> <li>• Demonstrates a high level of cultural sensitivity and adaptability when working with the client, respecting their values and norms.</li> <li>• Establishes strong rapport and builds trust with the client through effective communication and collaboration.</li> </ul>
<p>Project objectives as outlined in the TORs were met successfully</p>	<ul style="list-style-type: none"> <li>• Fails to fully achieve project objectives as outlined in the TORs.</li> <li>• Does not complete project deliverables and tasks within the specified time frame or fails to meet the expected quality standards.</li> <li>• Struggles to overcome challenges or obstacles encountered during the project, impacting the achievement of objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully achieves project objectives as outlined in the TORs.</li> <li>• Completes project deliverables and tasks within the specified time frame and meets the expected quality standards.</li> <li>• Demonstrates satisfactory problem-solving skills in addressing challenges or obstacles encountered during the project.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional achievement of project objectives, surpassing what was outlined in the TORs.</li> <li>• Successfully completes all project deliverables and tasks within the given time frame and to a high standard of quality.</li> <li>• Goes above and beyond the stated requirements, incorporating additional elements or exceeding performance expectations.</li> <li>• Demonstrates exceptional problem-solving skills and adaptability in overcoming challenges or obstacles during the project.</li> </ul>
<p>The student gained valuable experiential learning by working on this project</p>	<ul style="list-style-type: none"> <li>• Demonstrates limited growth and learning throughout the project, falling short of the expected outcomes.</li> <li>• Struggles to apply theoretical knowledge to practical situations, showing a weak understanding of concepts and their practical applications.</li> <li>• Participates in learning opportunities presented by the project, but with limited engagement or initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates satisfactory growth and learning throughout the project, meeting the expected outcomes.</li> <li>• Applies theoretical knowledge to practical situations, showing a solid understanding of concepts and their practical applications.</li> <li>• Engages in learning opportunities presented by the project, meeting the project requirements and objectives.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates exceptional growth and learning throughout the project, exceeding the expected outcomes.</li> <li>• Applies theoretical knowledge to practical situations, showcasing a deep understanding of concepts and their practical applications.</li> <li>• Actively seeks out opportunities for learning and growth, taking the initiative to explore beyond the project requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Exhibits challenges in critical thinking and problem-solving skills when faced with project challenges.</li> <li>• Fails to reflect on experiences or identify significant personal and professional growth resulting from the project.</li> <li>• Incorporates feedback minimally, making limited improvements based on constructive criticism.</li> <li>• Displays difficulty in transferring learned skills and knowledge to future projects or real-world contexts.</li> </ul>	<ul style="list-style-type: none"> <li>• Exhibits critical thinking and problem-solving skills when faced with project challenges.</li> <li>• Reflects on experiences and identifies some personal and professional growth resulting from the project.</li> <li>• Incorporates feedback appropriately, making reasonable improvements based on constructive criticism.</li> <li>• Displays an ability to transfer learned skills and knowledge to future projects or real-world contexts.</li> </ul>	<ul style="list-style-type: none"> <li>• Shows a high level of curiosity, critical thinking, and problem-solving skills in approaching project challenges.</li> <li>• Reflects on experiences and identifies personal and professional growth resulting from the project.</li> <li>• Integrates feedback effectively, making significant improvements based on constructive criticism.</li> <li>• Displays a strong ability to transfer learned skills and knowledge to future projects or real-world contexts.</li> </ul>
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