# Algonquin College Cooperative Education Work Term Reflective Report Rubric

This rubric has been developed for assessing the final work term reflection report for all Algonquin College co-op students.

Graded by: Faculty Coop Coordinator Click here to enter text.

## Name of Student: Click here to enter text.

## Organization: Click here to enter text.

## Term: Click here to enter text.

# Work Term Reflective Paper Rubric

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criteria | | Unsatisfactory | Satisfactory | Exemplary | Total  Points | Comments |
| Description of Co-op Placement & Learning Objectives | **Description of organization** | **0-1 points**  Incomplete or nonexistent examination. | **2-3 points**  The description includes a short overview with some history, products/services, but limited additional research on employees and suppliers | **4 points**  Thorough and succinct organization overview including history, products/services, employees and services. | /4 | Click here to enter text. |
| **Description of student roles and responsibilities at the organization** | **0-1 points**  Incomplete or nonexistent examination. | **2-3 points**  The description includes some responsibilities and skills acquired on the job. | **4 points**  Clearly describes their roles and responsibilities at the workplace and any special projects, while describing the knowledge and skills you learned on the job. | /4 | Click here to enter text. |
| **Description of Learning Objectives & Change in Learning Objectives (if applicable)** | **0-1 points**  Incomplete or nonexistent examination. | **2-3 points**  Learning objectives are present, but lacks clarity and description. | **4 points**  Clearly wrote all intended learning objectives in specified in the learning agreement and described change in learning objective (If applicable) | /4 | Click here to enter text. |
| Examination of learning experience | **Examination of feelings towards the work experience pre- and post- experience** | **0-4 points**  Incomplete or nonexistent examination. | **5-7 points**  The examination vaguely describes their pre- and post- experience. | **8-10 points**  A fulsome description of feelings towards the work experience pre and post experience. | /10 | Click here to enter text. |
| Examination of learning experience | **Examination of ways in which the student succeeded in the workplace** | **0-4 points**  Incomplete or nonexistent examination. | **5-7 points**  The examination vaguely refers to their success strategies in the workplace. | **8-10 points**  The examination outlines specific ways they have succeeded in the workplace. | /10 | Click here to enter text. |
| **Examination of how the student’s thinking and perspective has changed.** | **0-4 points**  Incomplete or nonexistent examination. | **5-7 points**  The examination describes the student’s thinking, but does not include how it has changed over time. | **8-10 points**  A fulsome description of how their perspective has changed. | /10 | Click here to enter text. |
| Self-Assessment (Articulation of Learning) | **Articulation of learning on job-specific knowledge and skills in the workplace** | **0-4 points**  Incomplete or nonexistent description. | **5-7 points**  The description vaguely explains the knowledge and skills that the students acquired. They are missing examples and fail to explain how they will use the new knowledge in the future. | **8-10 points**  Articulates clearly what was learned about job-specific knowledge and skills in the workplace and how this was learned (tasks, situation, feedback mechanisms), and why this matters. The student provides specific examples and states what they will do in future with this new knowledge. | /10 | Click here to enter text. |
| **Articulation of learning about self** | **0-4 points**  Incomplete or nonexistent description. | **5-7 points**  The student vaguely explains their learning journey through the work experience. They are missing examples, and fail to explain how they will use the new knowledge in the future. | **8-10 points**  Articulates clearly what was learned about one’s self through the work experience and how this was learned (tasks, situation, feedback mechanisms), and why this matters. The student provides specific examples and states what they will do in future with this new knowledge. | /10 | Click here to enter text. |
| Presentation and Writing Style | **Appropriate grammar, spelling, and punctuation** | **0 points**  Numerous spelling and grammar errors. | **1 point**  Some spelling and grammar errors. | **2 points**  No spelling or significant grammar errors | /2 | Click here to enter text. |
| **Length** | **0 points**  The report is inadequate/excessive in length. | **1 point**  The report is over/under required word count. | **2 points**  Report is an appropriate length. | /2 | Click here to enter text. |
| **Organization** | **0 points**  No Table of Contents, no sections, no page numbers | **1 point**  A Table of Contents is present with page numbers, but untitled sections/headings | **2 points**  A strong Table of Contents, sections (sub-headings and headings), page numbers | /2 | Click here to enter text. |
| **Introduction & Conclusion** | **0 points**  The Introduction and Conclusion are not present in the report. | **1 point**  The Introduction briefly defines the purpose of the report, outlines the order in which the topics will be presented.  The conclusion summarizes some of the key findings. | **2 points**  The Introduction clearly defines the purpose of the report, outlines the order in which the topics will be presented and provides any required background information.  The conclusion clearly summarizes key findings from the report, and provides recommendations for employers. | /2 | Click here to enter text. |
| **Presentation** | **0 points**  No title page and no readability. | **1 point**  Contains title page, format with some consideration given to readability and layout. | **2 points**  Title page is present with complete information (Name, program) with consideration given to font, readability and layout. | /2 | Click here to enter text. |
|  | **TOTAL POINTS** |  |  |  | /72 |  |
| Overall Comments and Feedback | Click here to enter text. | | | | | |