

Paper: Co-Op Reflection		
150 Points – 15% of Course Grade (Due on Sunday of weeks 4 and 8 @ 11:59 PM EST)		
CLO	Description	Connection(s) to SAIL
CLO1	Reflect on experiences during Co-Op / Internship	W, P
CLO3	Identify and reflect on Career Values based on Co-Op experiences	G, W, P
CLO4	Identify and reflect on Strengths and Skills based on Co-Op experiences	W, P
CLO5	Identify and reflect on Personal and Career Development based on Co-Op experiences	W, P
<p>This assignment asks you to write a brief paper in which you identify your Co-Op, summarize your experiences of the <u>current and past three weeks</u>, and address elements from your weekly reflection / journal. Discuss elements such as Projects, Skills / Strengths, People / Leadership, Resources, and Values. Include a reflection and some goals for future weeks.</p> <p><b>Paper Required Elements:</b></p> <ol style="list-style-type: none"> <li>Complete <b>identification</b> details at top of first sheet <ol style="list-style-type: none"> <li>Name</li> <li>Degree Program</li> <li>Name of Co-Op / Internship Company or Sponsor</li> </ol> </li> <li><b>Summary</b> of experiences of past two weeks (Use this term as a section caption in your paper) [1 page] <ol style="list-style-type: none"> <li>Projects</li> <li>Skills / Strengths</li> <li>People / Leadership</li> <li>Resources</li> <li>Values</li> </ol> </li> <li><b>Reflection</b> (Use this term as a section caption in your paper) [½ – 1 page]</li> <li><b>Goals</b> for Future Weeks (Use this term as a section caption in your paper) [½ – 1 page]</li> </ol> <p><b>Format:</b></p> <ul style="list-style-type: none"> <li>Format: Typed paper, Times New Roman size 12 font, double-spaced, submitted electronically.</li> <li>Length: Will vary, <b>2- to 3- pages of prose</b> is typical</li> <li>Formatting: Do not include a cover page or Bibliography / Works Cited.</li> <li>Write using first person voice, not third-person academic.</li> </ul>		

GRADING RUBRIC: Written Communication				
Criteria	EXCEEDING STANDARDS 100%	MEETING STANDARDS 80%	APPROACHING STANDARDS 50%	BELOW STANDARD 25%
<b>CONTEXT</b> <i>Weight</i> <b>25%</b>	Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.	Demonstrates adequate consideration of context, audience, and purpose and a clear focus on the assigned task(s) (e.g., the task aligns with audience, purpose, and context).	Demonstrates awareness of context, audience, purpose, and to the assigned tasks(s) (e.g., begins to show awareness of audience's perceptions and assumptions).	Demonstrates minimal attention to context, audience, purpose, and to the assigned tasks(s) (e.g., expectation of instructor or self as audience).
<b>CONTENT</b> <i>Weight</i> <b>25%</b>	Uses appropriate, relevant, and compelling content to illustrate mastery of the subject, conveying the writer's understanding, and shaping the whole work.	Uses appropriate, relevant, and compelling content to explore ideas within the context of the discipline and shape the whole work.	Uses appropriate and relevant content to develop and explore ideas through most of the work.	Uses appropriate and relevant content to develop simple ideas in some parts of the work.
<b>CONVENTIONS</b> <i>Weight</i> <b>25%</b>	Demonstrates detailed attention to and successful execution of a wide range of conventions particular to writing task (s) including organization, content, presentation, formatting, and stylistic choices	Demonstrates consistent use of important conventions particular to specific writing task(s), including, organization, content, presentation, and stylistic choices	Follows expectations appropriate to specific writing task(s) for basic organization, content, and presentation.	Attempts to use a consistent system for basic organization and presentation.
<b>MECHANICS</b> <i>Weight</i> <b>25%</b>	Uses graceful language that skillfully communicates meaning to readers with clarity and fluency and is virtually error free.	Uses straightforward language that generally conveys meaning to readers. The language in the portfolio has few errors.	Uses language that generally conveys meaning to readers with clarity, although writing may include some errors.	Uses language that sometimes impedes meaning because of errors in usage.