**\SEB701 WORK INTEGRATED LEARNING Assessment Item 2: Report (60%)** **Student: Student number:**

**NOTE : This CRA must be read in conjunction with the guidelines available on Blackboard**

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| **Criteria** | **7** | | | **6** | | **5** | | **4** | | **3** | **2** | | **1** | |
| **REPORT CONTENT** |  | | | | | | | | | | | | | |
| **Ability to provide evidence of critical reflection1 on the implications of work activities, tasks and associated learning in the workplace with reference to topics covered in lectures, webinars, and unit materials (60%)** | Extremely clear and convincing explanation of activities/events/tasks observed and/or undertaken in the workplace. Exceptional level of critical reflection on the implications of these events for your learning outcomes | | Clear and convincing explanation of activities/events/tasks observed and/or undertaken in the workplace. High level of critical reflection on the implications of these events for your learning outcomes | | Thorough explanation of activities/events/tasks observed and/or undertaken in the workplace. Thorough level of critical reflection on the implications of these events for your learning outcomes | | Satisfactory explanation of activities/events/tasks observed and/or undertaken in the workplace. Satisfactory level of critical reflection on the implications of these events for your learning outcomes | | Limited explanation of activities/events/tasks observed and/or undertaken in the workplace. Limited or no critical reflection on the implications of these events for your learning outcomes | | Inadequate explanation of activities/events/tasks and inadequate or no critical reflection on the implications of these events for your learning outcomes. | | No explanation of activities/events/tasks or critical reflection. | |
| **REPORT STRUCTURE** | |  | | | | | | | | | | | | |
| **Ability to write in a professional style with attention to structure and coherence, spelling, punctuation, grammar, and length** 2 **(20%)** | | Excellent, professional report – highly structured and coherent | | Highly professional report with a high level of structure and coherence | | A professional report that is well structured and coherent | | A satisfactory report that is structured and coherent | | A limited report requiring attention to several aspects including structure and coherence, spelling, punctuation, grammar, and length | | An inadequate report requiring attention to structure and coherence, spelling, punctuation, grammar, and length | | No or minimal attention to structure or coherence |
| **REPORT PRESENTATION** | |  | | | | | | | | | | | | |
| **Ability to present in a professional style with attention to consistent referencing conventions** 3 **and appropriate application of diagrams, photographs, and appendices (20%)** | | Excellent referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | | Very high level referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | | Thorough referencing, cross referencing, and appropriate application of diagrams, photographs, and appendices | | Satisfactory referencing with inclusion of diagrams or photographs and/or appendices | | Limited or no referencing, diagrams, photographs or appendices | | Inadequate referencing and/or inclusions of diagrams, photographs or appendices | | No evidence of referencing, diagrams, photographs or appendices |
| **FOOTNOTES**: 1 STARL format recommended 2 2500 min– 3000 max words (excluding appendices) 3 with respect to your course referencing conventions | | | | | | | | | | | | | | |
| **APPENDICES: The appendices form an integral part of the assessment and must be included in your report. Failure to include the following will result in a withholding of grade: *Work Log, signed Certificate/s of Time Worked (CTW), and Reflective Field Notes*. This is a minimum - you may choose to include additional appendices.** | | | | | | | | | | | | | | |
| **EN40**  **Appendix A Work Log:**  a record of your **last** 30 days of work experience. Do not duplicate the same work log for both reports (time sheets are NOT acceptable) Submitted / Not Submitted  **Appendix B Certificate/s of Time Worked (CTW):** signed, hard copy/copies clearly indicating the completion of minimum 60 days - attach to report and **submit scanned copy via WIL eform** Submitted / Not Submitted  **Appendix C Reflective Field Notes:** 5 (min) - 8 (max) entries using recommended STARL format Submitted / Not Submitted | | | | | | | | | | | | | | |
| **UD40**  **Appendix A Work Log** **and brief reflection**: a full record of your total work placement is required (time sheets are NOT acceptable) Submitted/Not Submitted  **Appendix B Certificate/s of Time worked (CTW):** signed, hard copy/copies clearly indicating the completion of required number of work days - attach to report and **submit scanned copy via WIL eform**Submitted/Not Submitted | | | | | | | | | | | | | | |

**Marker’s Comments:**