

Appendix 1: Marking Rubric (Internship Report)**30% Weightage / 100 marks**

Criterion	A	B	C	D
1. Introduction (4 marks)	3.5 - 4	2.5 - 3	1.5 - 2	0.5 - 1
	a. A succinct and clear introduction that gives readers a good understanding of the report coverage.	a. A clear introduction that gives readers a good understanding of the report coverage.	a. A brief introduction that gives readers some understanding of the report coverage.	a. A minimal introduction that gives readers some vague understanding of the report coverage.
2. OJT Plan (6 marks)	5 and above	4 - 4.5	3 – 3.5	2 – 2.5
	a. Able to provide a clear summary of the plan with a coherent account and explanation of goals set and achieved. Areas of focus are very clear. b. In-depth examination and evaluation of the learning process throughout the internship and reflect thoughtfully on goals that are not achieved.	a. Able to provide a clear summary of the plan with account and explanation of goals set and achieved. Areas of focus are clear. b. Clear examination and evaluation of the learning process throughout the internship and reflect on goals that are not achieved.	a. Able to provide a brief summary of the plan but lacks some clarity. Account and explanation of the goals set and achieved are brief. Lack areas of focus. b. Examination and evaluation of the learning process throughout the internship are not thorough.	a. Able to provide a brief summary of the plan with minimal discussion on the goals set and achieved. b. Examination and evaluation of the learning process are missing.

<p>3. Analysis and reflection on 3 experiences (Total 30 marks)</p> <ul style="list-style-type: none"> - Solving a challenge you faced at work (10 marks) - Engaging with your workplace mentor (10 marks) - Networking with Industry Practitioners (10 marks) 	<p>24 and above</p>	<p>21 – 23.5</p>	<p>18 – 20.5</p>	<p>17.5 and below</p>
	<p>a. Comprehensive summary of the experiences.</p> <p>b. Able to identify key learnings through in-depth analysis of the experiences and meaning making of the experiences, and clearly articulate the impact to personal and professional growth with relevant examples.</p>	<p>a. Good summary of the experiences.</p> <p>b. Able to identify learnings through some analysis and meaning making of the experiences, and articulate the impact to personal and professional growth, supported with some brief examples.</p>	<p>a. Brief summary of the experiences.</p> <p>b. Able to explain the experiences gained, describe the impact to personal and professional growth briefly. Little analysis. Examples cited would have enhanced the reflection. Learning from the experiences is brief.</p>	<p>a. Brief description of the experiences.</p> <p>b. Able to list some experiences gained, describe briefly the impact to personal and professional growth. No analysis. No examples cited. Learning from the experiences is not evident.</p>
<p>4. Showcase of accomplished task/achievement (20 marks)</p>	<p>16 and above</p>	<p>14 – 15.5</p>	<p>12 – 13.5</p>	<p>11.5 and below</p>
	<p>a. Able to clearly describe the tasks/achievements and highlight the key significance and impact of the task/achievement to the business.</p> <p>b. Able to reflect deeply on the application of classroom and workplace learning to the tasks/achievements.</p> <p>c. Able to reflect deeply on the feedback received from supervisor on the tasks/achievement.</p>	<p>a. Able to describe the tasks/achievements and highlight the significance of the task/achievement to the business.</p> <p>b. Able to reflect on the application of both classroom and workplace learning to the tasks/achievements.</p> <p>c. Able to reflect on the feedback received from supervisor on the tasks/achievement.</p>	<p>a. Able to briefly describe the tasks/achievements and the significance of the task/achievement to the business.</p> <p>b. Able to briefly describe some applications of classroom and workplace learning to the tasks/achievements.</p> <p>c. Makes some attempt to reflect on the feedback received from supervisor on the tasks/achievement.</p>	<p>a. Description and significance of the task/achievement to the business are unclear.</p> <p>b. Able to briefly list some applications of classroom and workplace learning to the tasks/achievements.</p> <p>c. Makes minimal/no attempt to reflect on the feedback received from supervisor on the tasks/achievement.</p>

5. Diversity and Inclusion (10 marks)	8 and above	7 – 7.5	6 – 6.5	5.5 and below
	a. Provide a comprehensive and detailed description of the diversity observed such as values, behaviors, attitudes, communication style etc. b. In-depth reflection on ways to embrace diversity at the workplace.	a. Provide a comprehensive description of the diversity observed such as values, behaviors, attitudes, communication style etc. b. Clear reflection on ways to embrace diversity at the workplace.	a. Provide an adequate description of the diversity observed such as values, behaviors, attitudes, communication style etc. b. Reflection on ways to embrace diversity at the workplace is not thorough.	a. Insufficient description of the diversity observed such as values, behaviors, attitudes, communication style etc. Description is brief and vague. b. Description on the ways to embrace diversity at the workplace is poor and little evidence of effort.

6. Influence of internship on future plan (20 marks)	16 and above	14 – 15.5	12 – 13.5	11.5 and below
	<p>a. Able to make grounded and informed connections between the internship experience, new skills acquired and development areas to explore future plans.</p> <p>b. The reflection shows a thorough understanding of the future plans, and ability to assess options by comparing and contrasting to provide greater insights.</p>	<p>a. Able to make informed connections between the internship experience, new skills acquired and development areas to explore future plans.</p> <p>b. The reflection shows a clear assessment on future plans based on informed options available.</p>	<p>a. Able to make some connections between the internship experience, new skills acquired and development areas to explore future plans.</p> <p>b. The reflection shows a brief assessment on future plans based on a few options available.</p>	<p>a. Little/no attempt to make connections between the internship experience, new skills acquired and development areas to explore future plans.</p> <p>b. The reflection shows minimal assessment on future plans.</p>

7. Quality of writing (10 marks)	8 and above	7 – 7.5	6 – 6.5	5.5 and below
	<p>a. Able to present the information in a coherent manner, linking one point to the next, enabling the reader to follow the thinking process.</p> <p>b. Able to construct sentences clearly, with very minimal to no grammatical and spelling errors.</p> <p>c. Able to organise and format the information using appropriate headers.</p> <p>d. Able to present the report in a professional manner, which includes all the following:</p> <ul style="list-style-type: none"> - Cover page - Table of Contents - Arial 12 font size - 1.15 line space - paragraph spacing - 1 inch margin all round - page numbering - Generative AI Disclosure Statement & APA citation <p>e. Assignment is not more than 4,000 words. The word count is clearly shown, excludes the Table of Contents, Appendices and References and includes headers, sub-headers and citations.</p>	<p>a. Able to present most of the information in a coherent manner, linking one point to the next, enabling the reader to follow the thinking process.</p> <p>b. Able to construct most of the sentences clearly, except for some minor grammatical and spelling errors.</p> <p>c. Able to organise and format most of the information using appropriate headers.</p> <p>d. Able to present the report in a professional manner, which includes all the following:</p> <ul style="list-style-type: none"> - Cover page - Table of Contents - Arial 12 font size - 1.15 line space - paragraph spacing - 1 inch margin all round - page numbering - Generative AI Disclosure Statement & APA citation <p>e. Assignment exceeds 4,000 words (by less than 10%). The word count is clearly shown, excludes the Table of Contents, Appendices and References and includes headers, sub-headers and citations.</p>	<p>a. Information is presented in a less coherent manner, which makes it difficult to follow the thinking process.</p> <p>b. Able to organise the information using headers but there are many sentence structure and grammatical errors, affecting the clarity of the explanation.</p> <p>c. Able to present the report neatly but it does not include some of the following:</p> <ul style="list-style-type: none"> - Cover page - Table of Contents - Arial 12 font size - 1.15 line space - paragraph spacing - 1 inch margin all round - page numbering - Generative AI Disclosure Statement & APA citation <p>d. Assignment exceeds 4,000 words or less than 3,500 words (by 10% - 20%). The word count is clearly shown, excludes the Table of Contents, Appendices and References and includes headers, sub-headers and citations.</p>	<p>a. Information is presented in a disorganised manner, affecting the clarity of the explanation from one point to the next. Use of appropriate headers is missing.</p> <p>b. There are many sentence structure and grammatical errors.</p> <p>c. Report does not include a number of the following:</p> <ul style="list-style-type: none"> - Cover page - Table of Contents - Arial 12 font size - 1.15 line space - paragraph spacing - 1 inch margin all round - page numbering - Generative AI Disclosure Statement & APA citation <p>d. Assignment is significantly more than 4,000 words or significantly less than 3,500 words (by more than 20%). The word count is clearly shown, excludes the Table of Contents, Appendices and References and includes headers, sub-headers and citations.</p>

