

Appendix 1: Marking Rubric (Learning Journal)
20% Weightage / 100 marks

Criterion	A	B	C	D
Section 1: Review and update progress on the OJT plan (10 marks)	8 and above	7 – 7.5	6 – 6.5	5.5 and below
	a. Able to provide a concise and clear update of the learning progress. b. Able to clearly identify and discuss one part of the OJT plan that has influenced/will influence learning.	a. Able to provide a clear update of the learning progress. b. Able to identify and discuss one part of the OJT plan that has influenced/will influence learning.	a. Able to provide a brief update. b. Able to identify one part of the OJT plan that has influenced learning but require some focus on how the part will influence learning.	a. Able to provide a brief update but lacks some clarity. b. Minimal/no discussion on influence to learning.
Section 2: Progress on achieving personal and professional goals during internship (15 marks)	12 and above	10.5 – 11.5	9 – 10	8.5 and below
	a. Able to provide concise and clear goals. b. Reflection examines current situation and explores plans for new actions/responses to address roadblocks in great depth. Proactive in taking ownership of learning. c. Strong analytical thinking demonstrated in reflecting action plans to move forward, and able to place them in priority order.	a. Able to provide clear goals. b. Reflection examines current situation and explores plans for new actions/responses to address roadblocks. Shows ownership of learning. c. Good thinking applied in reflecting and identifying action plans to move forward.	a. Able to provide goals briefly. b. Reflection requires more thinking on how the current situation is influencing achievement of goals. Minimal attempt in taking ownership of learning. c. Brief attempt in thinking how to identify action plans to move forward.	a. Able to provide goals briefly but lacks clarity. b. Reflection demonstrates no ownership of learning. c. No attempt in identifying action plans to move forward and not aware of consequences for non-action.

Section 3:	48 and above	42 – 47.5	36 – 41.5	35.5 and below
<p>Reflection on skills acquired (Total: 60 marks)</p> <p>Breakdown of marks: Item a. 15 marks Item b. 25 marks Item c. 20 marks</p>	<p>a. Able to clearly describe the new skills (including digital skills) acquired and existing skills that have been deepened at the workplace.</p> <p>b. Reflection demonstrates an insightful evaluation on the importance of the acquisition/deepening of the workplace skills, and the relevance of these skills at the workplace.</p> <p>c. Able to coherently articulate the application of skills and knowledge required to perform the tasks assigned. Clearly articulate the value of the tasks to the business. Able to reflect deeply on the challenges faced and how they are being overcome.</p>	<p>a. Able to describe the new skills (including digital skills) acquired and existing skills that have been deepened at the workplace.</p> <p>b. Reflection demonstrates a good evaluation on the importance of the acquisition/deepening of the workplace skills as well as the relevance of these skills at the workplace.</p> <p>c. Able to articulate the application of skills and knowledge required to perform the tasks assigned. Articulate some value of the tasks to the business. Able to reflect on the challenges faced and how they are being overcome.</p>	<p>a. Able to briefly describe the new skills (including digital skills) acquired and existing skills that have been deepened at the workplace.</p> <p>b. Reflection demonstrates a brief evaluation on the importance of the acquisition/deepening of the workplace skills as well as the relevance of these skills at the workplace.</p> <p>c. Able to briefly describe the application of skills and knowledge required to perform the tasks assigned. A brief explanation of the value of the tasks to the business. Description of the challenges faced and how they are being overcome are brief.</p>	<p>a. Description of new skills acquired and existing skills that have been deepened is brief and unclear.</p> <p>b. Reflection demonstrates a weak evaluation on the importance of the acquisition/deepening of the workplace skills as well as the relevance of these skills at the workplace.</p> <p>c. Description of the application of skills and knowledge required to perform the tasks assigned and the significance to the business are unclear. Demonstrates a lack of engagement and hence minimal understanding to existing challenges faced.</p>

Quality of writing (15 marks)	12 and above	10.5 – 11.5	9 – 10	8.5 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 present the reflection in a professional manner, which includes all the following:</p> <ul style="list-style-type: none"> - Arial 12 font size - 1.15 line space - paragraph spacing - page numbering - Generative AI Disclosure Statement & APA citation <p>d. Reflection is not more than 2,000 words. The word count is clearly shown and includes the headers and citations but excludes references.</p>	<p>a. Able to present most of the information smoothly, enabling the reader to follow the line of reasoning.</p> <p>b. Able to explain most of the points, enabling the reader to follow the thinking process.</p> <p>c. Able to construct most of the sentences clearly except for some minor grammatical and spelling errors.</p> <p>d. Able to present the reflection in a professional manner, which includes most of the following:</p> <ul style="list-style-type: none"> - Arial 12 font size - 1.15 line space - paragraph spacing - page numbering - Generative AI Disclosure Statement & APA citation <p>e. Reflection exceeds 2,000 words (by less than 10%). The word count is clearly shown and includes the headers and citations but excludes references.</p>	<p>a. Able to organise the information in sentences but there are many sentence structure and grammatical errors, which affect the clarity of information presented.</p> <p>b. Able to present the reflection neatly but it does not include some of the following:</p> <ul style="list-style-type: none"> - Arial 12 font size - 1.15 line space - paragraph spacing - page numbering - Generative AI Disclosure Statement & APA citation <p>c. Reflection exceeds 2,000 words or less than 1,500 words (by 10 - 20%). The word count is clearly shown and includes the headers and citations but excludes references.</p>	<p>a. Have difficulty in organising the information in sentences and there are many errors in sentence structure and grammatical errors, which significantly affect the clarity of information.</p> <p>b. Reflection does not include a number of the following:</p> <ul style="list-style-type: none"> - Arial 12 font size - 1.15 line space - paragraph spacing - page numbering - Generative AI Disclosure Statement & APA citation <p>c. Reflection is significantly more than 2,000 words or significantly less than 1,500 words (by more than 20%). The word count is clearly shown and includes the headers and citations but excludes references.</p>