

Placement Summary Report

Generated by SMU, CCD

On Thursday, July 1, 2021

TEST STUDENT4

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Sample Internship

PREASSIGNED IN PROGRESS

Candidate

Test Student4

☐ Paired Institutional Advisor

None

Stakeholders

CCD SMU (DKHMCC Assessor)

CCD SMU (CCD Assessor)

Department/Group

Dato' Kho Hui Meng Career Centre

Subject/Field

Internship

Grade/Level

Undergraduate

Country

Singapore

Organisation

Sample Company

Duration (Weeks)

10

Admit Term

2110

Appraisal Overall Grade

Excellent

Appraisal GLO1

Excellent

Appraisal GLO2

Excellent

Appraisal GLO3

Excellent

Appraisal GLO4

Excellent

Appraisal GLO5

Excellent

Duration

2021-06-13 2021-06-15 0 Hours

Journal Template

Internship Timesheet

Tags

INTERNSHIP

Notes

-

Completed Hours

0 / 0 HRS

Journal Entries

Sample Internship

Assessments

SCORE: PENDING [Student4, Test](#)

[View Details](#)

SUBMITTED 2021-06-15 22:12:33

ASSESSED -

ASSESSOR [SMU, CCD](#)

TYPE Manual

PLACEMENT Sample Internship

ATTACHED FILE(S) None

TOC n/a

INSTRUMENT [DKHMCC Reflection Rubric](#)

Tags

[Save Tags](#)

OVERALL COMMENT: None

Unassessed Criteria

| Criterion | Description |
|---|---|
| Disciplinary and multidisciplinary knowledge | Apply knowledge, skills and abilities to address challenges in the workplace and to enhance understanding of the profession |
| Disciplinary and multidisciplinary knowledge | Produce a record of work experiences relevant to career aspiration or goals |
| Intellectual and creative skills: Critical thinking and problem solving | Demonstrate ability to solve problems of variable levels of complexity |
| Interpersonal Skills: Collaboration and leadership | Generate buy-in from team for your initiatives suggested |
| Interpersonal Skills: Communication | Communicate effectively in oral and written forms with different stakeholders as needed |
| Global citizenship: Ethics and social responsibility | Assess potential ethical conflicts in personal, professional and societal settings |
| Global citizenship | Demonstrate a sense of responsibility for the broader impact of individual and collective actions |

| Criterion | Description |
|---|--|
| Personal Mastery: Self-directedness and meta-learning | Assimilate work habits and attitudes necessary for job success |
| Personal Mastery | Commit to personal development and lifelong learning |
| Personal Mastery: Resilience and positivity | Develop a positive mindset to overcome setbacks in the face of disruption and challenges |

[Close](#)

SCORE: N/A [Student4, Test](#)

[View Details](#)

SUBMITTED 2021-06-15 22:12:33

ASSESSED 2021-06-15 22:13:54 **Results Seen** 2021-06-15 22:30:55

ASSESSOR [SMU, CCD](#)

TYPE Manual

PLACEMENT Sample Internship

ATTACHED FILE(S) None

TOC n/a

INSTRUMENT [Transformative Learning Rubric](#)

Tags

[Save Tags](#)

OVERALL COMMENT: None

Assessed Criteria

| Criterion | Description | Score | Comments |
|----------------------------------|-------------|---|----------|
| Intellectual and creative skills | | n/a SCORE NOT USED IN FINAL GRADE | |
| Interpersonal skills | | Transformation SCORE NOT USED IN FINAL GRADE | |
| Global citizenship | | Exposure SCORE NOT USED IN FINAL GRADE | |
| Personal Mastery | | Integration SCORE NOT USED IN FINAL GRADE | |

[Close](#)

Surveys

FORM Pre-activity selection of LOs (Internship)

LAST UPDATED 2021-06-15 22:33:52

CANDIDATE Test Student4

PLACEMENT Sample Internship

REQUIRED

Select 3 Learning Outcomes from the list below:

| | | I choose this LO |
|---|---|-------------------------------------|
| Disciplinary and multidisciplinary knowledge | | |
| 1 | Apply knowledge, skills and abilities to address challenges in the workplace and to enhance understanding of the profession | <input checked="" type="checkbox"/> |
| 2 | Produce a record of work experiences relevant to career aspiration or goals | <input type="checkbox"/> |
| Intellectual and Creative Skills | | |
| 3 | Demonstrate ability to solve problems of varying levels of complexity | <input checked="" type="checkbox"/> |
| Interpersonal Skills | | |
| 4 | Generate buy-in from team for your initiatives suggested | <input checked="" type="checkbox"/> |
| 5 | Communicate effectively in oral and written forms with different stakeholders as needed | <input type="checkbox"/> |
| Global citizenship | | |
| 6 | Assess potential ethical conflicts in personal, professional and societal settings | <input type="checkbox"/> |
| 7 | Demonstrate a sense of responsibility for the broader impact of individual and collective actions | <input type="checkbox"/> |
| Personal Mastery | | |
| 8 | Assimilate work habits and attitudes necessary for job success | <input type="checkbox"/> |
| 9 | Commit to personal development and lifelong learning | <input type="checkbox"/> |
| 10 | Develop a positive mindset to overcome setbacks in the face of disruption and challenges | <input type="checkbox"/> |

For the 1st Learning Outcome:

REQUIRED

How would you achieve the learning objective?

work hard

REQUIRED

How would success look like?

yes1

For the 2nd Learning Outcome:

REQUIRED

How would you achieve the learning objective?

work fast

REQUIRED

How would success look like?

yes2

For the 3rd Learning Outcome:

REQUIRED

How would you achieve the learning objective?

work smart

REQUIRED

How would success look like?

yes3

[Save](#)

FORM Mid-Activity Check In (Internship)

LAST UPDATED 2021-06-15 22:36:57

CANDIDATE Test Student4

PLACEMENT Sample Internship

REQUIRED

Are you on track to address the 3 LOs you chose?

☒ Yes

☐ No

REQUIRED

If you selected NO, briefly explain the reason why, or contact DKHMCC staff. Enter "NIL" otherwise.

If you need to re-select your 3 LOs, you will be able to do so at the Post-Activity reflection form at the end of your Community Service. In the field below, enter "Wrong LOs"

NIL

[Save](#)

FORM Post-activity Reflection (Internship)

LAST UPDATED 2021-06-15 22:57:24

CANDIDATE Test Student4

PLACEMENT Sample Internship

REQUIRED

Select your 3 Learning Objectives, if they are not achieved, briefly explain why below

Remember to select 3 LOs

I chose this
LO

Disciplinary and multidisciplinary knowledge

| | | |
|---|---|-------------------------------------|
| 1 | Apply knowledge, skills and abilities to address challenges in the workplace and to enhance understanding of the profession | <input checked="" type="checkbox"/> |
| 2 | Produce a record of work experiences relevant to career aspiration or goals | <input type="checkbox"/> |
| Intellectual and Creative Skills | | |
| 3 | Demonstrate ability to solve problems of varying levels of complexity | <input checked="" type="checkbox"/> |
| Interpersonal Skills | | |
| 4 | Generate buy-in from team for your initiatives suggested | <input type="checkbox"/> |
| 5 | Communicate effectively in oral and written forms with different stakeholders as needed | <input checked="" type="checkbox"/> |
| Global Citizenship | | |
| 6 | Assess potential ethical conflicts in personal, professional and societal settings | <input type="checkbox"/> |
| 7 | Demonstrate a sense of responsibility for the broader impact of individual and collective actions | <input type="checkbox"/> |
| Personal Mastery | | |
| 8 | Assimilate work habits and attitudes necessary for job success | <input type="checkbox"/> |
| 9 | Commit to personal development and lifelong learning | <input type="checkbox"/> |
| 10 | Develop a positive mindset to overcome setbacks in the face of disruption and challenges | <input type="checkbox"/> |

NEW

If you've not achieved any of your Learning Outcomes, briefly explain why

Reflection Report

REQUIRED

What?

What tasks were you assigned? Who did you have to work with? Describe briefly the background/context of the workplace. What was your expectation of the internship / tasks/ colleagues, and what happened instead?

REQUIRED

So What?

Analyse the experience. How was the experience different from what you expected? How did the project address the needs/issues in the community? What did you learn about the people/community? What did you do that seemed to be effective or ineffective in the community?

I worked fast

REQUIRED

Now What?

Consider the future impact of the experience on you and the community. What have you learned about yourself, the community, and the social issue in this experience? How may you apply your learning to other contexts? If you could do the project again, what would you do differently? What follow-up is needed to address the challenges/difficulties faced by the community? Do you have any plans to continue your involvement with this community or social issue? How do you intend to do so?

I worked smart

[Save](#)

Singapore Management University

GEOCODED: 1.29664, 103.85241

District: Central Singapore

N/A STUDENTS

REGULAR SCHOOL

Address & Phone Number

81 Victoria Street
Singapore, Central Singapore
Singapore
188065

| | |
|-------------------------------|-----|
| Free/Reduced Lunches | n/a |
| Free Lunches | n/a |
| Reduced Lunches | n/a |
| American Indian/Alaska Native | n/a |
| Asian/Pacific Islander | n/a |
| Hispanic | n/a |
| Black | n/a |
| White | n/a |
| Two or More Races | n/a |