

Template of Assessment Rubrics for UPOP Final Report

	1 (Poor)	2 (Fair)	3 (Average)	4 (Good)	5 (Excellent)
Organization and Presentation	The report is poorly organized and difficult to understand. Formatting is inconsistent, hindering readability.	The report is somewhat organized but lacks clarity in some areas. Formatting is adequate but could be improved.	The report is satisfactorily organized with minor issues in clarity. Formatting is mostly consistent and aids in readability.	The report is well-organized and easy to understand. Formatting is clear and consistent, enhancing readability.	The report is exceptionally organized, with professional formatting. Content is presented clearly, ensuring outstanding readability.
Reflection on Learning from Pre-Internship Training Workshops	Little to no reflection is demonstrated, and there is a lack of insight into personal growth.	Some reflection is demonstrated, but insights are limited or superficial, showing minimal personal growth.	Satisfactory reflection is demonstrated, with moderate insights into personal growth and understanding of workshop content.	Good reflection is demonstrated, with insightful connections between personal growth and workshop content.	Deep reflection is demonstrated, with highly insightful connections between personal growth and workshop content, showcasing a profound understanding.
Summary of Internship Experience	The summary is incomplete or unclear, missing key information about the internship experience.	The summary is adequate but lacks specific details or examples to illustrate the internship experience.	The summary is satisfactory, clear, and includes some relevant examples to describe the internship experience.	The summary is detailed and mostly clear, providing relevant examples to effectively illustrate the internship experience.	The summary is comprehensive and clear, covering all key aspects of the internship experience with specific examples.

	1 (Poor)	2 (Fair)	3 (Average)	4 (Good)	5 (Excellent)
Reflection on Learning from the Internship	Little to no reflection is demonstrated, and there is a lack of insight into workplace skill/competency development or experience.	Some reflection is demonstrated, but insights are limited or superficial, showing minimal skill/competency development.	Satisfactory reflection is demonstrated, with moderate insights into workplace skill/competency development and understanding of the internship experience.	Good reflection is demonstrated, with insightful connections between workplace skill/competency development and the internship experience.	Deep reflection is demonstrated, with highly insightful connections between workplace skill/competency development and the internship experience, showcasing a profound understanding.