

Template of Assessment Rubrics for UTOP Final Report

	1 (Poor)	2 (Fair)	3 (Average)	4 (Good)	5 (Excellent)
Organization and Presentation	The report is unreadable and incomprehensible due to very poor organization and presentation. The structure and formatting are severely lacking.	The report is difficult to read and understand due to poor organization and presentation. The structure and formatting need significant improvement.	The report has average organization and presentation, with some areas lacking clarity or proper formatting. Overall, the report is understandable but could benefit from improvements.	The report is well-organized and presented, with clear formatting and easy-to-read content. The structure effectively supports the flow of information.	The report is exceptionally organized and presented, with professional formatting and outstanding readability. The structure and presentation enhance the overall impact of the report.
Reflection on Learning from Pre-Teaching Training Workshops	No reflection is demonstrated, and there is a complete lack of insight into personal growth. The connection to workshop content is missing.	Little reflection is demonstrated, and insight into personal growth is lacking. The connection to workshop content is weak or unclear.	Some reflection is demonstrated, but insight is limited or superficial. The connection to workshop content is present but could be stronger.	Good reflection is demonstrated, with moderately insightful connections to personal growth. The connection to workshop content is clear and relevant.	Deep reflection is demonstrated, with highly insightful connections to personal growth. The connection to workshop content is effectively integrated and meaningful.

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Summary of the Actual Teaching Experience	The summary is incomplete or unclear, missing most key information. The reader is left with many unanswered questions about the teaching experience.	The summary is incomplete or unclear, missing some key information. The reader may struggle to understand the full scope of the teaching experience.	The summary is adequate but lacks specific details or examples. The reader can understand the general teaching experience, but more detail would be helpful.	The summary is detailed, mostly clear, and includes relevant examples. The reader can easily understand the teaching experience and its key aspects.	The summary is comprehensive and clear, covering all key aspects and using specific examples. The reader gains a thorough understanding of the teaching experience.
Reflection on the Learning from the Actual Teaching	No reflection is demonstrated, and there is a complete lack of insight into teaching skill/competency development or experience. The connection to the actual teaching opportunity is missing.	Little to no reflection is demonstrated, and insight into teaching skill/competency development or experience is lacking. The connection to the actual teaching opportunity is weak or unclear.	Some reflection is demonstrated, but insight is limited or superficial. The connection to teaching skill/competency development and experience is present but could be stronger.	Good reflection is demonstrated, with moderately insightful connections to teaching skill/competency development and experience. The connection to the actual teaching opportunity is clear and relevant.	Deep reflection is demonstrated, with highly insightful connections to teaching skill/competency development and experience. The connection to the actual teaching opportunity is effectively integrated and meaningful.