Work Term II Report Evaluation Form / Grading Rubric Student Name: Pass January, 2018 60 and above **PASS or FAIL** Student ID: Fail Less than 60 Instructor: Kathleen Wooden Email: kathleen.wooden@dal.ca ents for the report to be marked: Coil bound Submitted to Dropbox on Brightspace Interviewee Contact Information on Title Page Area Feedback Grade Current Position -16 Points Succinct description of company background which Adequate description of company background which includes Insufficient description of company background which all or most of the following corporate structure, mission/vision, includes corporate structure, mission/vision, and estimation of the staff count. Identification of one mai includes some or none of the following corpora Company structure, mission/vision, and estimation of the staff and estimation of the staff count. Identification of one main direct competitor with a concise explanation of what direct competitor with sufficient explanation of what makes the count. Description of the main competitor is Background nakes the company a direct competitor. ompany a direct competitor. One to two page resume does not include your two work term experiences to date and/or follows only a few of the guidelines for an effective resume outlined in the One to two page resume containing up-to-date One to two page resume containing up-to-date information on information on two co-op work terms which follows all or most of the guidelines for an effective resume wo co-op work terms which follows several of the guidelines or an effective resume outlined in the Commerce Co-op Resume outlined in the Commerce Co-op Orientation Orientation Workbook Commerce Co-op Orientation Workbook or resume is Career Plan Research - 53 Points - Each section in this part of the report should be related to your desired caree Identification of Concise description of the desired career and industry Sufficient description of the desired career and industry in Inadequate or no description of the desired career and industry in which the student aspires to work in five to **Desired Career** in which the student aspires to work in five to seven which the student aspires to work in five to seven years after even years after graduation and Industry Thorough description of industry (code, size and equate description of the industry (industry code, siz and/or growth) as well as identification and brief analysis of the PEST trends impacting the industry identified. size and/or growth) and/or insufficient identification and growth) as well as identification and detailed analysis Industry Research of the impact of the PEST (Political, Economic, Social nalysis of PEST trends or section is missing and Technological) trends on the industry identified. Inadequate or missing identification and description of the career path to achieve a desired career in five to Identification and detailed description of the career dentification and adequate description of the career path to path to achieve a desired career in five to seven years chieve a desired career in five to seven years after grad seven years after graduation (i.e. first two positions in the career path). Each position does not include the following information: title, skills and abilities required, after graduation (i.e. first two positions in the career (i.e. first two positions in the career path). Each position includes several of the following information: title, skills and abilities required, education and/or professional designations path). Each position includes a title, skills and Career Path abilities required, education and/or professional Research designations needed, tasks to be completed and needed, tasks to be completed and estimated ducation and/or professional designations needed, estimated compensation/salary. This section is compensation/salary. This section is written in the students tasks to be completed and estimated vritten in the students words compensation/salary. Section may/may not be written in the students words. Impact of Current Succinct description of three specific examples of Adequate description of three specific examples of how the Insufficient description of three or fewer specific how the student's experience in this current work term student's experience in this current work term has eithe examples of how the student's experience in this Co-op Position in has either helped or hindered achieving the student's helped or hindered achieving the student's desired career. current work term has either helped or hindered **Achieving Desired** achieving the student's desired career or section is Career nissina entirely. Complete interviewee contact information on title page and interview transcript in an appendix must be included for this section to be marked. Concise description of the primary data collection process (name, title and company of the individual interviewed, method of data collection, length of the Satisfactory description of the primary data collection process (name, title and company of the individual interviewed, method Extremely limited or no summary of primary data collection process (name, title and company of the Summary of of data collection, length of the interview, when and where). ndividual interviewed, method of data collection, leng interview, when and where). Succinct summarization of key information learned from an informational interview with an individual in a desired position five Adequate summarization of key information learned from an informational interview with an individual in a desired position of the interview, when and where) and/or informational interview. Or indvidual interviewed is not in a position Informational Interview five to seven years after graduation. Complete contact desire to be acheived in five to seven years after to seven years after graduation. Complete contact information is also included on the report title page nformation is also included on the report title page. graduation. No or incomplete contact information on Identification of three additional potential Identification of three additional potential informational Identification of fewer than three interviewees in the nterviewees with complete or the majority of contact informational interviewees with complete contact student's ideal career / iob role. Or a lack of a Additional information and a succinct description of why each description of why each individual would be valuable nformation and an adequate description of why each Informational individual would be a valuable or appropriate ndividual would be a valuable or appropriate interviewee nd/or incomplete contact information. Or no additiona Interview Sources Complete interviewee contact information must be included on title page for this section to be marked. 8 - 9 Interview is poorly planned and/or documented or not documented (i.e. no transcript or transcript not typed) and / or interviewee does not meet requirements. If no Well planned and documented interview (i.e. interview Informational Sufficient planning or documentation of the interview (i.e 1/2 to hour in length, typed transcript includes questions and responses, relevant questions, logical nterview is approximately 1/2 hour in length, typed transcript ncludes most questions and responses, majority of question Interview Transcript (Appendix) order of questions, etc.) Interviewee meets all of are relevant and in a logical order, etc.). The interviewee meets contact information st of the require Research and General Report Formatting - 15 Points Sourcing follows all or most of the APA guidelines for Sourcing follows several of the APA guidelines for in-text In-text citations and/ or reference list follows only a few Sourcing in-text citations and reference list. citations and reference list. or none of the APA guidelines. Formatting requirements are followed (i.e. page numbering, font, line spacing, section length, layout, margins, coil-bound, font type and size, etc.). several of the formatting requirements are followed (i.e. page numbering, font, line spacing, section length, margins, layout, Only a few or no formatting requirements are follo (i.e. page numbering, font, line spacing, section le oil-bound, font type and size, etc.). ayout, margins, coil-bound, font type and size, etc.). Writing Style - 15 Points Language is unprofessional. Assistance provided by The Writing Centre (writingcentre@dal.ca) or International Student Success Program - ISSP Grammar and spelling are appropriate for business On occasion, language is unprofessional or spelling / sentence eport. Text / Writing (issprsb@dal.ca). Survey on personal and workplace values can ONLY be completed on Opinio between <u>9am December 11th till 4pm January 11th</u> (link to survey will be posted on Brightspace). Completion of the survey is part of the work term report however, it is the student's decision as to whether their data will be included as part of the research study. Personal and Work Place Values Survey