



UNIVERSITY OF
WATERLOO

Student ID or WatIAM

demo

Assignment No.

WatCV

Course Name

demo

**WatCV
RUBRIC**

D

COMPLETED
WE RECEIVED YOUR APPLICATION

C

UNDERSTANDABLE
WE GLANCED AT YOUR APPLICATION

B

PROFESSIONAL
WE READ YOUR APPLICATION SERIOUSLY

A

PERSUASIVE
WE WOULD LIKE TO INTERVIEW YOU

A+

MEMORABLE
WE'VE PUT YOU ON THE SHORT LIST

**ePORTFOLIO
FORMATTING
AND DESIGN**

12 / 15

+4.0	Uses the template to submit all required elements of the ePortfolio
+3.0	Uses bold face text in every place required in the assignment instructions
+1.0	Formats the digital artifact so that it can be displayed in the template

+1.0	Correctly identifies all the elements of the ePortfolio <ul style="list-style-type: none"> ● Headings ● Captions ● Labels
+1.0	Formats the digital artifact to a professional quality (e.g. cropped, sized and coloured to make content as clear as possible)

+1.0	Writes all headings, captions, labels, and explanations to verbally communicate the professional purpose of the ePortfolio
+1.0	Selects and formats relevant visual elements to reflect the professional purpose of the ePortfolio

+1.0	Adapts layout to draw attention to and/or help explain the most important elements of the reflection (e.g. by manipulating font, colour, or by linking to further evidence)
+0.5	Adapts layout to draw attention to and/or help explain the most important elements of the artifact (e.g. by manipulating size or colour or by labelling elements)

+1.5	Adapts template to engage the viewer in the presentation of the professional skill
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**ORGANIZATION
OF REFLECTION**

0 / 5

+3.0	Labels and places STAR sections in the correct order <ul style="list-style-type: none"> • Situation/Task • Actions • Results
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+1.0	Places content in the correct STAR section
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+0.5	Links the content in all sections of the reflection (e.g. refers back to or uses information given in earlier sections)
+0.5	Meets the length requirements for each STAR section

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**SITUATION/TASK
SECTION**

10.5 / 11

+3.0	Names the one professional skill that was used to resolve the situation or task
+4.0	Names the one professional behaviour associated with the professional skill that was used to resolve the situation or task

+1.0	Gives enough information to explain the situation or task (when, where, who was involved, what situation or task)
+0.25	Chooses a professional skill that seems relevant to the situation or task
+0.25	Chooses a professional behaviour that seems relevant to the situation or task

+0.5	Gives enough information to show that the writer was centrally involved in the situation or task
+0.5	Gives enough specific detail to explain why the situation or task was challenging to the writer

+0.5	Gives enough specific detail to show why the professional behaviour helped address the situation or task
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+1.0	Explains why the situation or task had important consequences
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**MY ACTIONS
SECTION**

+12.0	Describes actions that all seem to address the situation or task
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+3.0	Presents each action separately as a series of steps
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+3.5	Gives enough detail to show that the actions all illustrate the professional behaviour
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+5.5	Gives specific details that show how the writer went about taking one set of actions
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+2.0	Describes professional behaviours that illustrate a creative or original approach
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27.5 / 40.5

RESULTS SECTION

6.5 / 9.5

WRITING

8 / 10

DIGITAL ARTIFACT SUPPORTING THE REFLECTION

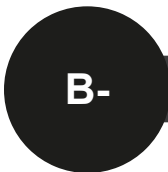
2.5 / 3.75

EDITING AND PROOFREADING

5 / 5.25

<p>+12.0 Describes actions that were all taken independently by the writer</p> <p>(i.e., not actions taken by a group and not actions the writer was instructed to take)</p>			<p>(e.g. "I consulted my co-worker, Melanie, [action] by writing a short, polite email message that gave her the essential information about our problem, asked her the direct question [X], and requested her response that afternoon [details showing how!])"</p>	<p>+2.5 Explains the rationale (the "why") for the actions (the "what") that the writer took</p>
<p>+5.0 Describes the results of the writer's actions</p>	<p>+1.0 Describes a result that seems to address the situation or task</p>	<p>+0.5 Gives the writer's opinion about the success of the result</p>	<p>+1.0 Describes evidence that the result was successful</p> <p>(e.g. by saying how others responded to the result)</p>	<p>+2.0 Gives one or more examples that show how the professional behaviour would be useful in different situations</p>
<p>+2.5 Uses common English vocabulary correctly</p> <p>+2.5 Uses common English grammar correctly</p>	<p>+1.0 Successfully imitates sentence starter templates from assignment instructions</p>	<p>+1.0 Consistently uses a level of language that is appropriate to the professional purpose of the reflection</p>	<p>+1.0 Gives vivid enough detail that events in the reflection can be seen and heard in the mind</p>	<p>+2.0 Consistently and vividly represents the personality of the writer</p>
<p>+2.0 Includes an appropriately-credited artifact to support the reflection</p>	<p>+0.5 Chooses an artifact that seems to be evidence of the professional skill</p>	<p>+1.0 Chooses an artifact that gives evidence of one of the specific actions that demonstrate the professional skill</p>	<p>+0.25 Chooses an artifact that adds detail about how the writer went about taking one or more actions</p> <p>(i.e. beyond what is described in the reflection)</p>	
<p>+5.0 Has removed all significant errors that diminish the professional quality of the ePortfolio</p> <p>(e.g. typographical errors in text, broken navigation links, etc.)</p>			<p>+0.25 Has removed all noticeable errors</p>	

72 / 100



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WE READ YOUR APPLICATION SERIOUSLY

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