

POLITEKNIK METrO Kuantan / Jabatan Pelancongan dan Hospitaliti			
TITLE			
REGISTRATION NO.			
PROGRAMME / SESSION		DATE	
COURSE CODE / NAME			
TYPE OF ASSESSMENT			MARKS
CLO 1 / 2 / 3 / 4 / 5			
TOTAL SCORE			

Rubric for Communication Skills (PLO3/LD3)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
LD 3 Communication Skills	A. Reading: Understand and interpret written information such as manuals, graphs, and schedules to perform tasks; learn from text by identifying main ideas.	Understand and interpret written information such as manuals, graphs, and schedules to perform tasks and identify main ideas effectively.		Understand and interpret written information such as manuals, graphs, and schedules to perform tasks and identify main ideas moderately.		Have difficulty in interpreting written information such as manuals, graphs, and schedules to perform tasks and unable to identify any main ideas.
	B. Writing: Communicate ideas, and information in writing and create documents such as letters, instructions, manuals, reports, graphs and flow charts.	Communicate ideas and information in writing and create documents such as letters, instructions, manuals, reports, graphs and flow charts effectively.		Communicate ideas and information in writing, and create documents such as letters, instructions, manuals, reports, graphs and flow charts moderately.		Have difficulty in communicating ideas and information in writing; unable to create documents such as letters, instructions, manuals, reports, graphs and flow charts.
	C. Listening: Ask relevant questions and give responses.	Ask challenging questions and give precise responses.		Ask relevant questions and give appropriate responses.		Have difficulty in asking questions and giving responses.
	D. Speaking: Organize ideas and communicate appropriately to listeners and in different situations; participate in conversations, discussions and group presentations.	Organize ideas and communicate appropriately to listeners and in different situations; participate actively in conversations, discussions and group presentations.		Organize ideas and communicate appropriately to listeners and in different situations; participate moderately in conversations, discussions and group presentations with no significant errors.		Have difficulty in organising ideas and communicating appropriately to listeners and in different situations; have difficulty in participating in conversations, discussions and group presentations.
	E. Presentation Tools: Able to use technology in presentation.	Use effective and creative visuals and media to enhance presentations.		Use appropriate visuals and media to enhance presentations.		Use limited visuals and media in presentations.

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Rubric for Critical Thinking and Problem Solving (PLO4/LD4)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
LD 4 Critical Thinking and Problem Solving	A. Creative/Innovative Thinking: Generate new ideas, use imagination freely, combine ideas or information in creative ways; make connections between seemingly unrelated ideas and reshapes goals.	Generate new ideas, use imagination freely, combine ideas or information in creative ways; make connections between seemingly unrelated ideas and reshape goals accurately.		Identify new ideas, use imagination freely, combine ideas or information generally; make connections between existing ideas and reshape goals.		Have difficulty in identifying new ideas, using imagination freely and making connections between unrelated ideas or reshape goals.
	B. Problem Solving: Able to identify and analyze problems.	Recognize problems, plan and develop alternative ideas accurately.		Recognize problems, plan and develop alternative ideas with assistance.		Have difficulty in recognizing problems, planning and developing alternative ideas.
	C. Seeing Things In The Mind's Eye: Able to visualize and interpret process symbols, pictures, graphs, objects, flowcharts and other information.	Demonstrate ability to organize and interpret process symbols, pictures, graphs, objects and other information accurately.		Demonstrate ability to organize and interpret process symbols, pictures, graphs, objects and other information with assistance.		Have difficulty in demonstrating ability to organize and interpret process symbols, pictures, graphs, objects and other information.
	D. Evaluate alternative ideas: Evaluate alternative ideas and recommend solutions.	Evaluate alternative ideas thoroughly and recommend solutions.		Evaluate alternative ideas generally with assistance.		Have difficulty in evaluating alternative ideas.

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Rubric for Social Skills and Responsibilities (PLO5/LD5)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
LD 5 Social Skills and Responsibilities	A. Participate as a Team Member: Work cooperatively with others and contribute ideas and suggestions to the team.	Always participate actively and able to cooperate with others. Consistently provide information, contribute suggestions and ideas to the team.		Sometimes participate in a team, usually cooperate with others and provide information, contribute suggestions and ideas to the team.		Rarely participate in a team, rarely cooperate with others and seldom provide information, contribute suggestions and ideas to the team.
	B. Guiding/Coaching Team Members: Help others in learning necessary knowledge and skills.	Extensive sharing of knowledge and skills with team members. Always respect and encourage each other.		Sharing knowledge and skills with team members. Usually respect and encourage each other.		Minimum sharing of knowledge and skills with team members. Minimum respect and encourage each other.
	C. Discussion: Group discussion that involves exchanging specific resources or resolving divergent interest.	Group discussion is frequent and focused.		Group discussion is occasional and relevant.		Group discussion is seldom and irrelevant.
	D. Work with Cultural Diversity: Work well with multi-ethnic, different social or educational backgrounds.	Work together effectively and harmoniously with multi-ethnic, different social or educational backgrounds.		Work together with multi-ethnic, different social or educational backgrounds.		Reluctant to work together with multi-ethnic, different social or educational backgrounds.

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Rubric for Continuous Learning and Information Management Skills (PLO6/LD6)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
LD 6 Continuous Learning and Information Management Skills	A. Acquire Information: Able to acquire relevant information from various sources.	Retrieve relevant information from various sources.		Retrieve relevant information from several sources.		Retrieve relevant information from only one source.
	B. Manage Information: Able to manage acquired information.	Always analyze and integrate acquired information with own ideas.		Sometimes analyze and integrate acquired information with own ideas.		Hardly analyze and integrate acquired information with own ideas.
	C. Share Ideas: Ready /willing to share new ideas.	Frequently share ideas and resources.		Sometimes share ideas and resources.		Hardly share ideas and resources.
	D. Learn Independently: Able to learn independently.	Demonstrate the ability to learn independently with minimum supervision.		Demonstrate the ability to learn independently with some supervision.		Hardly able to learn independently and need consistent supervision.

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Rubric for Management and Entrepreneurial Skills (PLO7/LD7)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
		5	4	3	2	1
LD 7 Management and Entrepreneurial Skills	A. Business Opportunity: Able to identify business opportunity.	Contribute one or more potential, detailed business ideas for discussion.		Contribute one potential business ideas for discussion.		Contribute weak business ideas for discussion.
	B. Business Plan: Able to propose business plan.	Contribute a comprehensive business plan.		Contribute a complete business plan.		Contribute an incomplete business plan.
	C. Work Independently: Able to work independently.	Work independently with minimum supervision.		Work independently with some supervision.		Hardly able to work independently and need consistent supervision.
	D. Managing Resources: Able to manage resources.	Manage resources such as time, money, materials, facilities, human resources effectively.		Manage resources such as time, money, materials, facilities, human resources satisfactorily.		Hardly able to manage resources such as time, money, materials, facilities, human resources.

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Rubric for Professionalism Ethics and Moral (PLO2/LD8)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
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LD 8 Professionalism Ethics and Moral	A. Accountability: Able to adapt and implement the concept of accountability in carrying out the task towards achieving related goals.	Able to focus on tasks that need to be completed before the deadlines. Able to produce high quality work according to proper procedures.		Able to focus on tasks that need to be completed on time and be able to produce work according to proper procedures.		Unable to focus on tasks that need to be completed on time and unable to produce work according to proper procedures.
	B. Integrity/Honesty: Trustworthy; display high standard of ethical conduct and understand the impact of violating integrity in oneself, others and an organization.	Fully demonstrate a pattern of professional behavior such as promptness, task completion and academic integrity.		Demonstrate a partial pattern of professional behavior such as promptness, task completion and academic integrity.		Demonstrate a pattern of un-professional behavior such as absence, tardiness, failure to complete tasks, inappropriately dressed or inappropriate personal behavior, violation of confidentiality, violation of academic integrity (e.g. plagiarism, cheating and etc).
	C. Social responsibility: An obligation to act for the benefit of society at large.	Fully aware of the relation between individuals and society; demonstrate concern and active involvement in society.		Show some awareness of the relation between individuals and society.		Lack awareness of an individual's relation to society.
	D. Self Discipline: Willing to obey all orders, respect authorities, involve in teamwork; self-reliance	Display excellent effort and commitment in performing tasks, such as attendance, punctuality, enthusiasm, vitality, and optimism in performing and completing tasks.		Display effort and commitment in performing tasks, such as attendance, punctuality, enthusiasm, vitality, and optimism in performing and completing tasks.		Display minimal effort and commitment in performing tasks, such as attendance, punctuality, enthusiasm, vitality, and optimism in performing and completing tasks.
	E. Safety, Health and Environment: Awareness of personal/group safety, health and conducive environmental practices.	Show excellent awareness of safety, health and conducive environmental practices. Able to follow instructions strictly.		Show awareness of safety, health and conducive environmental practices. Able to follow instructions.		Lack awareness of safety, health and conducive environmental practices. Unable to follow instructions.

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Rubric for Leadership and Teamwork Skills (PLO3/LD9)

Learning Domain (LD)	Skills / Aspects	Excellent	Very Good	Good	Fair	Unsatisfactory
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LD 9 Leadership and Teamwork Skills	A. Organization: Able to lead team members.	Assume leadership role efficiently in assigning tasks.		Assume leadership role moderately in assigning tasks.		Hardly able to assume leadership role in assigning tasks.
	B. Motivation: Able to motivate team members.	Strongly influence, motivate and inspire an individual or a team.		Influence, motivate and inspire an individual or a team.		Hardly able to influence, motivate and inspire an individual or a team.
	C. Resolve Conflict: Able to resolve conflict.	Offer ample constructive solutions to resolve conflicts based on objective criteria.		Offer a few constructive solutions to resolve conflicts.		Hardly able to offer constructive solutions to resolve conflicts.
	D. Communication: Able to communicate among team members.	Communicate effectively to team members.		Communicate moderately to team members.		Hardly able to communicate to team members.