COMMUNITY SERVICE RUBRICS

A.   ORIENTATION

Student Name   :
Team   :
Location   :

No	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Discipline in compiling assignments	Compiling the task, more than 60% does not match with the format provided	Compiling the task, 60% does not match with the format provided	Compiling the task, 40% does not match with the format provided	Compiling the task, only 20% does not matc with the format provided	Compiling the task as format provided	
2	Discipline in completing tasks	Four day late in completing the task	Three day late in completing the task	Two day late in completing the task	One day late in completing the task	Completing the task on time	
3	Discipline in attendance	Less than 75% present in activities	More than 75% present in activities but 50% of which are late	always present in every activities but 50% of which are late	always present in every activities but 25% of which are late	Always present and arrive on time in every activities	
Skor							

Scoring = (score/max score) x 100

B. ACTIVITY IMPLEMENTATION
1. Project Planning

Student Name :
Team :
Location :

No.	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Planning Format	Composed of program identity, background out of theme, program goals out of focus, and without target, rationalization, continuity and timeline activity	Composed of program identity according to theme, background, program goals out of focus, and without target, rationalization, continuity and timeline activity	Composed of program identity according to theme, background, program goals, without target, rationalization, continuity and timeline activity	Composed of program identity according to theme, background, program goals and target, without rationalization, continuity and timeline activity	Composed of program identity according to theme, background, program goals and target, rationalization, continuity and timeline activity	
2	Budget	The budget requirement is not clearly stated, without information of source funding, detail budget distribution and people in charge of each activity	Total budget requirement is clear, without information of source funding, detail budget distribution and people in charge of each activity	Total budget requirement is clear, stated the source of funding, but without detail budget distribution and without people in charge of each activity	Total budget requirement is clear, source of funding, detail budget distribution, without people in charge of each activity	Budget is arranged clearly, cover total program requirement, source of funding, detail budget distribution and the people in charge of each activity	
4	Resource	There is no team composition and job description for each member	People in charge for each activity is clear, but team member composition are not in accordance with their competency, details activity of and time allocation for every member are not clear	People in charge for each activity is clear, but team member composition are not in accordance with their competency, details activity of and time allocation for every member are not clear	People in charge for each activity is clear, but team member composition are not in accordance with their competency, details activity of every member are stated but unclear time allocation	People in charge for each activity is clear, team member composition are in accordance with their competency, details activity and time allocation of every member are stated clearly.	
Skor							

Scoring = (score/max score) x 100

2. **Programme Implementation**

Student Name :
Team :
Location :

No	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Logbook Format	The logbook is not arranged systematically, not using standard language, the writing is not in accordance to report guidance provided by PPKI, and with incomplete documentation	The logbook is arranged systematically, not using standard language, the writing is not in accordance to report guidance provided by PPKI, and with incomplete documentation	The logbook is arranged systematically, using standard language, but the writing is not in accordance to report guidance provided by PPKI, and with incomplete documentation	The logbook is arranged systematically, using standard language, writing according to report guidance provided by PPKI with incomplete documentation	The logbook is arranged systematically, using standard language, writing according to report guidance provided by PPKI with complete documentation	
2	Activity progress	Progress is not according to plan stated, there is no discussion about achievements and future stages, and no strategies to ensure the expected progress	Some activities has shown the progress, but no discusssion of achievement and further stages and no innovative strategies for achieving progress	Some activities has shown the progress, discusssion of achievement is clearly decribed, but no discussion for further stages and innovative strategies for achieving progress	Some activities has shown the progress, discusssion of achievement and further stages are clearly described, but no innovative strategies for achieving progress	Progress exceeds the target planned, very detailed discussion for target achievement and further stages, stated detail and innovative strategies for achieving progress	
3	Self- and group management	Unable to do time allocation, unable to evaluate self- and team performance and the role of each person in group	Able to do time allocation as activity planned, but the activity of team member are not detaily described, and ignore evaluation for self- and group performance	Able to do time allocation as activity planned, the activity of team member are detaily described, but ignore evaluation for self- and group performance	Able to do time allocation as activity planned, the activity of team member are detaily described, perform evaluation for self- and group performance, but unable to do innovative approach for evaluating member role in group	Able to do time allocation as activity planned, the activity of team member are detaily described, perform evaluation for self- and group performance, and able to do innovative approach for evaluating member role in group	

4	Discipline and Ethics	Ever left the location (more than 60%) and uphold the moral and ethical values	Ever left the location (60%) and uphold the moral and ethical values	Ever left the location (40%) and uphold the moral and ethical values	Ever left the location (20%) and uphold the moral and ethical values	Never leave the location and uphold the moral and ethical values	
Skor							

Scoring = (score/max score) x 100

3.   Discipline and Ethics During The Activities

Student Name   :
Team   :
Location   :

No	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Discipline in compiling assignments	More than 60% does not fit the format	60% does not fit the format	40% does not fit the format	20% does not fit the format	Performing the task as format provided	
2	Discipline in completing tasks	More than three day late	Three day late	Two day late	One day late	On time	
3	Discipline in attendance	Less than 75% present in activities	More than 75% present in activities but 50% of which are late	Always present in every activities but 50% of which are late	Always present in every activities but 25% of which are late	Always present and arrive on time in every activities	
4	Discipline and ethics	Ever left the location (more than 60%) and uphold the moral and ethical values	Ever left the location (60%) and uphold the moral and ethical values	Ever left the location (40%) and uphold the moral and ethical values	Ever left the location (20%) and uphold the moral and ethical values	Never leave the location and uphold the moral and ethical values	
Score							

C.   PUBLICATION (VIDEO)

Student Name   :
Team   :
Location   :

No	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Style and lay out	Video content and online media are not arranged according to the theme, the transitions between scenes are not logic and not effective, with very annoying background	Video content and online media are arranged according to the theme, the transitions between scenes are not logic and not effective, with very annoying background	Video content and online media are arranged according to the theme, the transitions between scenes are logic but not effective, with very annoying background	Video content and online media are arranged according to the theme, the transitions between scenes are logic and effective, with less clear background	Video content and online media are arranged according to the theme, the transitions between scenes are logic and effective, the background is clear	
2	Creativity	The video showing the imprecise viewpoint, the music/ sound effects is unclear, disarranged objects distance, and the transition for objects distance setting are not smooth	The video showing the precise viewpoint, but the music/ sound effects is unclear, disarranged objects distance, and the transition for objects distance setting are not smooth	The video showing the precise viewpoint, very clear music/ sound effects, but disarranged objects distance, and the transition for objects distance setting are not smooth	The video showing the precise viewpoint, very clear music/ sound effects, well ordered objects distance, but the transition for objects distance setting are not smooth	The video showing the precise viewpoint, very clear music/ sound effects, well ordered objects distance and smooth transition for object distance setting	
3	Quality	Inappropriate music background and narration, distracted picture, inappropriate lighting, and unstable camera	Appropriate music background and narration, but distracted picture, inappropriate lighting, and unstable camera	Appropriate music background and narration, focused picture, but inappropriate lighting, and unstable camera	Appropriate music background and narration, focused picture, appropriate lighting, but unstable camera	Appropriate music background and narration, focused picture, appropriate lighting, stable camera	
Skor							

Scoring = (score/max score) x 100

4.   FINAL REPORT (ARTICLE)

Student Name   :
Team   :
Location   :

No.	Assessment	Scoring and Criteria					Score
		1 (< 50)	2 (50-60)	3 (60-70)	4 (70-80)	5 (>80)	
1	Title	More than 16 words, less focus, unattractive, and not match with the guidelines of target journal	Less than 16 words, less attractive, not systematically and not match with the guidelines of target journal	Less than 16 words, attractive enough, not systematically and not match with the guidelines of target journal	Less than 16 words, attractive enough, systematically and not match with the guidelines of target journal	Less than 16 words, attractive, systematically and not match with the guidelines of target journal	
2	Abstract	Contains more than 250 words, there are no introduction, objectives, methods, results, discussion and conclusion	Contains 250 words in maximum, there are no introduction, objectives, methods, results, discussion and conclusion	Contains 250 words in maximum, introduction, objectives, but without methods, results, discussion and conclusion	Contains 250 words in maximum, introduction, objectives, methods, without results, discussion and conclusion	Contains 250 words in maximum, introduction, objectives, methods, results, discussion and conclusion	
3	Introduction	Does not describe the background of community service activities, does not show novelty activities, there is no problem synthesis, nor reviews about the goals and benefits of the activities for community.	Described the background of community service activities, but without novelty activities, problem synthesis, nor reviews about the goals and benefits of the activities for community.	Described the background of community service activities, shows novelty activities, but without problem synthesis, nor reviews about the goals and benefits of the activities for community.	Described the background of community service activities, shows novelty activities, problem synthesis, but without reviews about the goals and benefits of the activities for community.	Described the background of community service activities completely, shows novelty activities, with problem synthesis, and reviews about the goals and benefits of the activities for community.	
4	Method	There is no information about the time and place of community service, activities implementation are not systematically arranged, the method of obtaining data and analysis are not explained.	There is description about the time and place of community service, activities implementation are not systematically arranged, the method of obtaining data and analysis are not explained.	There is description about the time and place of community service, the activities implementation are systematically arranged, but the method of obtaining data and analysis are not explained.	There is description about the time and place of community service, the activities implementation are systematically arranged, but the method of obtaining data and analysis are not explained.	There is description about the time and place of community service, the activities implementation are systematically arranged, and the method of obtaining data and analysis are not explained	

5	Results and discussion	No explanation of the main results obtained, no explanation for meaning the importance of the results no connection between result obtained with similar method, and there is no alternative consideration for the results	Contains explanation of the main results obtained, but there is no explanation for meaning the importance of the results, no connection between result obtained with similar method, and there is no alternative consideration for the results	Contain explanation of the main results obtained and explanation for meaning the importance of the results, but there is no connection between result obtained with similar method, and there is no alternative consideration for the results	Contain explanation of the main results obtained and explanation for meaning the importance of the results, and there is connection between result obtained with similar method, but there is no alternative consideration for the results	Contain explanation of the main results obtained, explanation for meaning the importance of the results, there is connection between result obtained with similar method, and there is no alternative consideration for the results	
6	References	Unable to support identify activities, unable to verify the method, cannot be used as a reference for the results interpretation and implications of activities, the literature used for references are more than 10 years	Able to support identify activities, but unable to verify the method, cannot be used as a reference for the results interpretation and implications of activities, the literature used for references are more than 10 years	Able to support identify activities and verify the method, but cannot be used as a reference for the results interpretation and implications of activities, the literature used for references are more than 10	Able to support identify activities, able to verify the method, appropriate to be used as a reference for the results interpretation and implications of activities, but the literature used for references are more than 10	Able to support identify activities, able to verify the method, appropriate to be used as a reference for the results interpretation and implications of activities, and the literature used for references are within 10 years.	
6	Plagiarism (taking someone else's work or ideas without acknowledging the source/ references)	More than 60% plagiarism detected	60% plagiarism detected	40% plagiarism detected	20% palgiarism detected	No plagiarism detected	

7	Reporting authenticity	More than 60% report is not true	60% report is not true	40% report is not true	20% report is not true	Reporting opinion as the real	
8	Data manipulation	More than 60% manipulated data	60% manipulated data	40% manipulated data	20% manipulated data	No manipulated data	
Skor							

Scoring = (score/max score) x 100