**Reflection on Cross-Cultural Communication**

**Format Requirements:**

1. **Document Type:**
	* Your reflection must be submitted as a written document in either Microsoft Word (.doc or .docx) or PDF format. Ensure that your file is properly named with your last name and assignment title (e.g., "Smith\_CrossCulturalReflection.docx").
2. **Length:**
	* The reflection should be between 3 to 5 pages in length, not including a title page and any appendices. This length requirement ensures that your analysis is both thorough and concise.
3. **Formatting:**
	* **Font:** Use a standard, easily readable font such as Times New Roman or Arial.
	* **Font Size:** The body text should be 12-point font. Footnotes or endnotes, if used, should be in 10-point font.
	* **Spacing:** The document should be double-spaced throughout, including any quotations or references.
	* **Margins:** Use 1-inch margins on all sides of the document.
	* **Page Numbers:** Include page numbers in the header or footer of each page.
4. **Headings and Subheadings:**
	* Use appropriate headings and subheadings to organize your reflection. This will help ensure clarity and logical flow in your writing. For example:
		+ Introduction
		+ Reflection on Directness vs. Indirectness
		+ Nonverbal Communication Analysis
		+ Interview Insights (if applicable)
		+ Conclusion
5. **Appendices:**
	* If you choose the interview option, you may include a transcript of the interview as an appendix, but it is not required. The appendix should be properly labeled and referenced within the main text of your reflection.
	* The appendix does not count toward the 3-5 page length requirement.
6. **Citations and References:**
	* If you refer to any readings or external sources, include in-text citations and a reference list at the end of your document. Follow APA or MLA style (choose one and be consistent throughout).
7. **Proofreading:**
	* Before submitting, ensure that your document is free of grammatical errors, typos, and formatting inconsistencies.
8. **Submission:**
	* Upload your completed reflection to the form.

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| **Criteria** | **Excellent (A)** | **Good (B)** | **Fair (C)** | **Needs Improvement (D/F)** | **Points Possible** |
| **Content Understanding and Application** | 27-30 points Demonstrates a thorough understanding of cross-cultural communication concepts. Clearly applies these concepts to real-life situations with specific references to the readings. Insightful analysis shows a deep connection between theory and practice. | 24-26 points Shows a good understanding of the key concepts. Applies concepts to real-life situations with some references to the readings. Analysis is generally clear but may lack depth in certain areas. | 21-23 points Displays a basic understanding of the concepts. Makes some connections to real-life situations, but references to the readings are minimal or unclear. Analysis may be superficial or incomplete. | 20 points or less Lacks a clear understanding of the concepts. Fails to connect theory to practice, with few or no references to the readings. Analysis is minimal or missing. | **30 points** |
| **Use of Real-Life Examples** | 23-25 points Provides multiple, relevant real-life examples that effectively illustrate cross-cultural communication concepts. Examples are detailed and clearly demonstrate how the student has applied their understanding in practical situations. | 20-22 points Includes relevant real-life examples that illustrate the concepts. Examples are generally clear but may lack some detail or depth. | 18-19 points Offers a few real-life examples, but they may not fully illustrate the concepts or may be vague. Connection between examples and concepts could be stronger. | 17 points or less Examples are either missing or irrelevant. Little to no connection between examples and concepts discussed. | **25 points** |
| **Depth of Reflection** | 23-25 points Reflection is insightful, showing a deep consideration of the complexities of cross-cultural communication. Goes beyond surface-level observations and includes thoughtful analysis and personal reflection. | 20-22 points Reflection is solid, showing good consideration of topics. Includes some analysis but may not delve as deeply into complexities. | 18-19 points Reflection is basic, focusing more on description than analysis. Shows some consideration of topics but lacks depth. | 17 points or less Reflection is shallow, with little to no analysis or personal insight. May simply summarize content without critical engagement. | **25 points** |
| **Alignment with Course Readings** | 9-10 points Reflection clearly and effectively aligns with the concepts and principles discussed in the course readings. Makes specific references to the readings to support points. | 8 points Reflection generally aligns with course readings, with some specific references. Connection between reflection and readings is clear but may not be as strong. | 7 points Reflection shows some alignment with course readings but may lack specific references or clear connections. | 6 points or less Reflection shows little to no alignment with course readings. References to readings are vague or missing. | **10 points** |
| **Clarity and Organization** | 9-10 points Reflection is well-organized with clear, logical flow. Writing is concise, free of grammatical errors, and easy to follow. Structure supports the analysis effectively. | 8 points Reflection is generally well-organized and clear, with minor grammatical errors. Structure supports content but may be less effective in some areas. | 7 points Reflection has some organizational issues, with unclear sections or lack of logical flow. Several grammatical errors; writing may be difficult to follow in places. | 6 points or less Reflection is poorly organized and difficult to follow. Frequent grammatical errors; structure does not support content effectively. | **10 points** |
| **Total Points** | **91-100 points** | **80-90 points** | **70-79 points** | **69 points or less** | **100 points** |

To successfully complete the assignment, students must score 80 or above.