

# Collaboration Rubric

Name: \_\_\_\_\_

Date: \_\_\_\_\_



Collaboration means *you contribute* to a common goal by *working with others*. Beyond just the product of this assignment, you will be assessed on your ability to collaborate. This rubric is for you, the student, to complete.

<i>Your Contribution</i>	<b>Advanced 4</b>	<b>Proficient 3</b>	<b>Needs Improvement 2</b>	<b>Inadequate 1</b>	Score
<b>Fulfilled Your Role's Responsibilities</b>	<ul style="list-style-type: none"> <li>Performs all duties of assigned team role.</li> <li>Brings needed materials to class and is always ready to work.</li> </ul>	<ul style="list-style-type: none"> <li>Performs nearly all duties.</li> <li>Almost always brings needed materials to class and is ready to work.</li> </ul>	<ul style="list-style-type: none"> <li>Performs very few duties.</li> <li>Almost always brings needed materials but sometimes needs to settle down and get to work.</li> </ul>	<ul style="list-style-type: none"> <li>Does not perform any duties of assigned team role.</li> <li>Often forgets needed materials or is rarely ready to get to work.</li> </ul>	
<b>Monitored the Group's Effectiveness</b>	<ul style="list-style-type: none"> <li>Routinely monitors the effectiveness of the group, and makes suggestions to make it more effective.</li> </ul>	<ul style="list-style-type: none"> <li>Usually monitors the effectiveness of the group and works to make the group more effective.</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally monitors the effectiveness of the group and works to make the group more effective.</li> </ul>	<ul style="list-style-type: none"> <li>Rarely monitors the effectiveness of the group and does not work to make it more effective.</li> </ul>	
<b>Managed Time</b>	<ul style="list-style-type: none"> <li>Group member completed assigned tasks on time.</li> </ul>	<ul style="list-style-type: none"> <li>Group member usually completed assigned tasks on time and did not hold up progress on the projects because of incomplete work.</li> </ul>	<ul style="list-style-type: none"> <li>Group member often did not complete assigned tasks on time, and held up completion of project work.</li> </ul>	<ul style="list-style-type: none"> <li>Group member did not complete most of the assigned tasks on time and often forced the group to make last-minute adjustments and changes to accommodate missing work.</li> </ul>	

## *Working with others*

<b>Displayed a Positive Attitude</b>	<ul style="list-style-type: none"> <li>Always has a constructive attitude about the task(s).</li> <li>Always builds consensus to help the team reach a fair decision.</li> </ul>	<ul style="list-style-type: none"> <li>Often has a constructive attitude about the task(s).</li> <li>Usually considers all views.</li> </ul>	<ul style="list-style-type: none"> <li>Usually has a constructive attitude about the task(s).</li> <li>Often sides with friends instead of considering all views.</li> </ul>	<ul style="list-style-type: none"> <li>Often has a destructive attitude about the task(s).</li> <li>Usually wants to have things their way, displays an unwillingness to consider other viewpoints.</li> </ul>	
<b>Listened and responded appropriately</b>	<ul style="list-style-type: none"> <li>Listens and speaks a fair amount</li> <li>Offers detailed, constructive feedback when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Listens, but sometimes talks too much.</li> <li>Offers constructive feedback when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Usually doing most of the talking--rarely allows others to speak.</li> <li>Occasionally offers constructive feedback, but sometimes the comments were inappropriate or not useful.</li> </ul>	<ul style="list-style-type: none"> <li>Is always talking--never allows anyone else to speak.</li> <li>Did not offer constructive or useful feedback</li> </ul>	
<b>Skill Proficiency Rating</b>	20-17	16-12	11-7	6-0	<hr/> Total score

Write the proficiency level from the rubric that fits each group members' participation in the box under the collaboration skill. Include your own name in the list.

Group Member	Fulfilled Your Role's Responsibilities	Monitored the Group's Effectiveness	Managed Time	Displayed a Positive Attitude	Listened and responded appropriately