

Appendix 4: Team Collaboration Rubric

CATEGORY	Exemplary	Proficient	Partially Proficient	Unsatisfactory	POINTS
Focus on the Task and Participation	3 points	2 points	1 point	0 points	___/3
	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time. Other team members can count on this person.	Focuses on the task and what needs to be done some of the time. Other team members must sometimes remind this person to keep on task.	Rarely focuses on the task and what needs to be done. Lets others do the work.	
	A true team member who contributes a lot of effort, and encourages and supports the efforts of others in the team.	A strong team member who tries hard!	Sometimes a satisfactory team member who does what is required	Sometimes chooses not to participate and does not complete assigned tasks.	
Dependability and Shared Responsibility	3 points	2 points	1 point	0 points	___/3
	Consistently punctual for team meetings, turns in all work on time.	Usually punctual for team meetings, turns in most work on time.	Sometimes late for team meetings, frequently turns in work after the deadline.	Late for all or most team meetings, misses all deadlines for turning in work.	
	Follows through on assigned tasks and does not depend on others to do the work, responsibility for tasks is shared evenly.	Follows through on most assigned tasks.	Does not follow through on most assigned tasks and sometimes depends on others to do the work.	Seldom or never follows through on assigned tasks. Depends on others to do all of the work.	

Listening, Questioning and Discussing	points	2 points	1 point	0 points	___/3
	Respectfully listens, interacts, discusses and poses questions to all members of the team during discussions and helps direct the team in reaching consensus.	Respectfully listens, interacts, discusses and poses questions to others during discussions.	Has some difficulty respectfully listening and discussing, and tends to dominate discussions.	Has great difficulty listening, argues with teammates, and is unwilling to consider other opinions. Impedes team from reaching consensus.	
Research and Information-Sharing	3 points	2 points	1 point	0 points	___/3
	Routinely gathers research and shares useful ideas when participating in the team discussion. Defends/ rethinks ideas relating to the team's project goals.	Usually provides useful research and ideas when participating in the team discussion.	Sometimes provides useful research and ideas when participating in the team discussion.	Rarely provides useful research or ideas when participating in the team discussion.	
Problem-Solving	3 points	2 points	1 point	0 points	___/3
	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others	Does not try to solve problems or help others solve problems.	
Team/Partner Teamwork	3 points	2 points	1 point	0 points	___/3
	Consistently makes necessary compromises to accomplish a common goal.	Usually makes necessary compromises to accomplish a common goal.	Occasionally makes compromises to accomplish a common goal, and sometimes helps keep the team working well together.	Rarely makes compromises to accomplish a common goal and has difficulty getting along with other team members.	

	Always has a positive attitude about the task(s) and the work of others.	Usually has a positive attitude about the task(s) and the work of others.	Occasionally is publicly critical of the task(s) or the work of other members of the team.	Is often negative and publicly critical of the task(s) or the work of other members of the team.	
	All team members contributed equally to the finished project.	Assisted team/partner in the finished project.	Finished individual task but did not assist team/partner during the project.	Contributed little to the team effort during the project.	
	Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work.	Performed nearly all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Completed most of the assigned work.	Performed a few duties of assigned team role and contributed a small amount of knowledge, opinions, and skills to share with the team. Completed some of the assigned work.	Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work.	
TOTAL POINTS					___/18

Additional Comments