



## Collaboration Rubric

This rubric may be used for self-assessment and peer feedback.

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

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

|                     |   |   |  |   |     |
|---------------------|---|---|--|---|-----|
|                     |   |   | group working well together.   | getting along with other group members.   |     |
|                     | <input type="checkbox"/> Always has a positive attitude about the task(s) and the work of others.   | <input type="checkbox"/> Usually has a positive attitude about the task(s) and the work of others.  | <input type="checkbox"/> Occasionally is publicly critical of the task(s) or the work of other members of the group.   | <input type="checkbox"/> Is often negative and publicly critical of the task(s) or the work of other members of the group.  |     |
|                     | <input type="checkbox"/> All team members contributed equally to the finished project.  | <input type="checkbox"/> Assisted group/partner in the finished project.  | <input type="checkbox"/> Finished individual task but did not assist group/partner during the project.   | <input type="checkbox"/> Contributed little to the group effort during the project.   |     |
|                     | <input type="checkbox"/> Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work. | <input type="checkbox"/> 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. | <input type="checkbox"/> 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. | <input type="checkbox"/> 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. |     |
| <b>TOTAL POINTS</b> |   |   |  |   | /18 |