

## C O L L A B O R A T I O N   R U B R I C

(for secondary and upper elementary grades)

	Below Standard	Approaching Standard	At Standard	Above Standard
<b>Responsibility for Oneself</b>  (20 points)	<ul style="list-style-type: none"> <li>▶ is not prepared and ready to work with the team</li> <li>▶ does not do project tasks</li> <li>▶ does not complete tasks on time</li> <li>▶ does not use feedback from others to improve his/her work</li> </ul> <p style="text-align: center;">(0-5)</p>	<ul style="list-style-type: none"> <li>▶ is sometimes prepared and ready to work with the team</li> <li>▶ does some project tasks, but needs to be reminded</li> <li>▶ competes some tasks on time</li> <li>▶ sometimes uses feedback from others</li> </ul> <p style="text-align: center;">(5-10)</p>	<ul style="list-style-type: none"> <li>▶ is prepared and ready to work with the team; is available for meetings and uses the team's communication system</li> <li>▶ does what he or she is supposed to do without having to be reminded</li> <li>▶ completes tasks on time</li> <li>▶ uses feedback from others to improve his or her work</li> </ul> <p style="text-align: center;">(10-15)</p>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ does more than what he or she has to do</li> <li>✦ asks for additional feedback to improve his or her work, beyond what everyone has been given</li> </ul> <p style="text-align: center;">(15-20)</p>
<b>Helping the Team</b>  (20 points)	<ul style="list-style-type: none"> <li>▶ does not help the team solve problems; may cause problems</li> <li>▶ does not share ideas with other team members</li> <li>▶ does not give useful feedback to others</li> <li>▶ does not offer to help others</li> </ul> <p style="text-align: center;">(0-5)</p>	<ul style="list-style-type: none"> <li>▶ cooperates with the team but does not actively help it</li> <li>▶ makes some effort to share ideas with the team</li> <li>▶ sometimes gives useful feedback to others</li> <li>▶ sometimes offers to help others</li> </ul> <p style="text-align: center;">(5-10)</p>	<ul style="list-style-type: none"> <li>▶ helps the team solve problems, manage conflicts, and stay focused and organized</li> <li>▶ shares ideas that help the team improve its work</li> <li>▶ gives useful feedback (specific and supportive) to others so they can improve their work</li> <li>▶ offers to help others do their work if they need it</li> </ul> <p style="text-align: center;">(10-15)</p>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ steps in to help the team when another member is absent</li> <li>✦ encourages others to share ideas, helps to make them clear, and connects them to the team's work</li> <li>✦ notices if a team member does not understand something and takes action to help (15-20)</li> </ul>
<b>Respect for Others</b>  (10 points)	<ul style="list-style-type: none"> <li>▶ does not pay attention to what teammates are talking about</li> <li>▶ does not show respect for teammates (may interrupt, ignore ideas, hurt feelings)</li> </ul> <p style="text-align: center;">(0-2)</p>	<ul style="list-style-type: none"> <li>▶ usually listens to teammates, but not always</li> <li>▶ is polite and kind to teammates most of the time, but not always</li> </ul> <p style="text-align: center;">(2-5)</p>	<ul style="list-style-type: none"> <li>▶ listens carefully to teammates</li> <li>▶ is polite and kind to teammates</li> </ul> <p style="text-align: center;">(5-8)</p>	<p><i>In addition to At Standard criteria:</i></p> <ul style="list-style-type: none"> <li>✦ encourages the team to be respectful to each other</li> <li>✦ recognizes everyone's strengths and encourages the team to use them (8-10)</li> </ul>