**Rubric for Assessing Group Members**= **Ability to Participate Effectively as Part of a Team**

Rater:

Date:

Group

Topic:

*(Circle the appropriate score for each criterion for each member of your group.)*

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| --- | --- | --- | --- | --- | --- |
| Member Rated  (Be sure to rate yourself, too!) | Listening Skills | Openness to others= ideas | Preparation | Contribution | Leadership |
|  | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 |
|  | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 | 0 1 2 3 4 5 |
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| --- | --- | --- | --- | --- | --- | --- |
| Criterion | Excellent (5) | Good (4) | Fair (3) | Needs to Improve (2) | Unacceptable (1) | Missing (0) |
| Listening  Skills | Routinely restates what others say before responding; rarely interrupts; frequently solicits others= contributions; sustains eye contact | Often restates what others say before responding; usually does not interrupt; often solicits others= contributions;  makes eye contact | Sometimes restates what others say before responding; sometimes interrupts; sometimes asks for others contributions; sometimes makes  eye contact. | Rarely restates what others say before responding; often interrupts; rarely solicits others= contributions; does  not make eye contact; sometimes converses with others when another team  member is speaking | Doesn’t restate what others say when responding; often interrupts; doesn’t ask for contributions from others; is readily distracted; often talks with others when another team member speaks | Never shows up and  never contributes. |
| Openness to others= ideas | Listens to others= ideas without interrupting; responds positively to ideas even if rejecting; asks questions about the ideas | Listens to others= ideas without interrupting; responds positively to the ideas even if rejecting | Sometimes listens to others= ideas without interrupting;  generally responds to the ideas | Interrupts others= articulation of their ideas; does not comment on the ideas | Interrupts others= articulation of their ideas; makes deprecatory comments and/or gestures | Never shows up and  never contributes. |
| Preparation | Always completes assignments; always comes to team sessions with necessary documents and materials; does additional research, reading, writing, designing, implementing | Typically completes assignments; typically comes to team sessions with necessary documents and materials | Sometimes completes assignments; sometimes comes to team sessions with necessary documents and materials | Sometimes completes assignments; sometimes comes to team sessions with necessary documents and materials | Typically does not complete assignments; typically comes to team sessions without necessary documents and materials | Never shows up and  never contributes. |
| Contribution | Always contributes; quality of contributions is exceptional | Usually contributes; quality of contributions is  solid | Sometimes contributes; quality of contributions is fair | Sometimes contributes; quality of contribution is inconsistent | Rarely contributes; contributions are often peripheral or irrelevant; frequently misses team sessions | Never shows up and  never contributes. |
| Leadership | Seeks opportunities to lead; in leading  is attentive to each member of the team, articulates outcomes for each session and each project, keeps team on schedule, foregrounds collaboration and integration of individual efforts | Is willing to lead; in leading is attentive to each member of the team, articulates general direction for each session and each project, attempts to keep team on schedule | Will take lead if group insists; not good at being attentive to each member of the team, sometimes articulates direction for sessions, has some trouble keeping team on schedule | Resists taking on leadership role; in leading allows uneven contributions from team members, is unclear about outcomes or direction, does not make plans for sessions or projects | May volunteer to lead but does not follow through; misses team sessions, does not address outcomes or direction for sessions or projects, team members become anarchical | Never shows up and  never contributes. |

Group Process Questions

Describe any communication problems within your group, or describe how well members of your group were able to communicate with each other.

Did you meet outside of class to establish goals and stay in tune with each other?

What worries you the most when working in groups?

Did you think you did your fair share?

Did others do their fair share?