COLLABORATION RUBRIC

(for secondary and upper elementary grades)

	Below Standard	Approaching Standard	At Standard	Above Standard
Responsibility for Oneself	▶ is not prepared and ready to work with the team ▶ does not do project tasks ▶ does not complete tasks on time ▶ does not use feedback from others to improve his/her work	▶ is sometimes prepared and ready to work with the team ▶ does some project tasks, but needs to be reminded ▶ competes some tasks on time ▶ sometimes uses feedback from others	▶ is prepared and ready to work with the team; is available for meetings and uses the team's communication system ▶ does what he or she is supposed to do without having to be reminded ▶ completes tasks on time ▶ uses feedback from others to improve his or her work	*In addition to* **At Standard** *criteria:* ✚ does more than what he or she has to do ✚ asks for additional feedback to improve his or her work, beyond what everyone has been given
Helping the Team	▶ does not help the team solve problems; may cause problems ▶ does not share ideas with other team members ▶ does not give useful feedback to others ▶ does not offer to help others	▶ cooperates with the team but does not actively help it ▶ makes some effort to share ideas with the team ▶ sometimes gives useful feedback to others ▶ sometimes offers to help others	▶ helps the team solve problems, manage conflicts, and stay focused and organized ▶ shares ideas that help the team improve its work ▶ gives useful feedback (specific and supportive) to others so they can improve their work ▶ offers to help others do their work if they need it	*In addition to* **At Standard** *criteria:* ✚ steps in to help the team when another member is absent ✚ encourages others to share ideas, helps to make them clear, and connects them to the team's work ✚ notices if a team member does not understand something and takes action to help
Respect for Others	▶ does not pay attention to what teammates are talking about ▶ does not show respect for teammates (may interrupt, ignore ideas, hurt feelings)	▶ usually listens to teammates, but not always ▶ is polite and kind to teammates most of the time, but not always	▶ listens carefully to teammates ▶ is polite and kind to teammates	*In addition to* **At Standard** *criteria:* ✚ encourages the team to be respectful to each other ✚ recognizes everyone's strengths and encourages the team to use them