COLLABORATIVE WORK SKILLS RUBRIC

	4	3	2	1
Contributions	In large- and small-group discussions, shares helpful ideas. Leads the discussion and makes a strong effort to contribute.	In large- and small-group discussions, often shares helpful ideas. Clearly strives to participate.	In large- and small-group discussions, sometimes shares helpful ideas. Makes the required effort to participate but no more.	In large- and small-group discussions, rarely shares helpful ideas. Participates minimally or not at all.
Time management	Completes assignments on time throughout the project. Does not cause the group to change deadlines or reassign work because of lateness.	Usually completes assignments on time throughout the project. Does not cause the group to change deadlines or reassign work because of lateness.	May put things off, but turns assignments in on time. Does not cause the group to change deadlines or reassign work because of lateness.	Routinely misses deadlines, puts off work, and causes group to change deadlines or reassign work because of lateness.
Problem solving	Makes a clear effort to find and share answers to problems.	Does not actively seek answers to problems but helps to improve those found by others.	Accepts solutions found by others without changing them. Is willing to try suggested answers to problems.	Makes no effort to find, share, or try answers to problems. Leaves all work to others.
Working with others	Listens well and assists others in their efforts. Facilitates group work.	Usually listens well and assists others in their efforts. Does not facilitate group work, but doesn't hinder it either.	Sometimes listens well and assists others in their efforts but may be difficult to work with.	Does not listen well or assist others; may not participate in group work.
Research techniques	Always looks at varied sources and records information in detail.	Usually studies varied sources and records information in some detail.	Often studies varied sources and records information, but sometimes it is sketchy.	Rarely looks at more than one source and barely takes any notes.
Synthesis	Arranges information found by self and others into useful formulations; is able to manage complex ideas.	Usually arranges information found by self and others into useful formulations; may need help in managing complex ideas.	Sometimes arranges information found by self and others into useful formulations. Does not manage complex ideas.	Rarely or never arranges information into useful formulations or manages complex ideas.