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| --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **Exemplary** | **Proficient** | **Partially Proficient** | **Unsatisfactory** | **POINTS** |
| **Focus on the Task** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Stays on task all of the time without reminders. | Stays on task most of the time. Group members can count on this person. | Stays on task some of the time. Group members must sometimes remind this person to do the work. | Hardly ever stays on task. Lets others do the work. |
| A true team member who works hard and helps others in the group. | A strong group member who tries hard! | Sometimes an active group member, but needs to try harder. | Sometimes chooses not to help out, and does not complete tasks. |
|  |  |  |  |
| **Work Habits** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Is on time for meetings, turns in all work when it is due. | Usually on time for meetings, turns in most work when it is due. | Sometimes late for meetings, often turns in work late. | Late for all or most meetings, and late turning in work. |
| Completes assigned tasks and does not depend on others to do the work. | Completes most assigned tasks. | Does not follow through on most tasks and sometimes counts on others to do the work | Does not complete tasks. Depends on others to do all of the work. |
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| **Listening, Questioning  and Discussing** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Respectfully listens, discusses, asks questions and helps direct the group in solving problems. | Respectfully listens, discusses and asks questions. | Has trouble listening with respect, and takes over discussions without letting other people have a turn. | Does not listen with respect, argues with teammates, and does not consider other ideas. Blocks group from reaching agreement. |
| **Research and  Information-Sharing** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Gathers information and shares useful ideas for discussions.  All information fits the group’s goals | Usually provides useful information and ideas for discussion. | Sometimes provides useful information and ideas for discussion. | Almost never provides useful information or ideas for discussion. |
| **Problem-Solving** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Actively seeks and suggests solutions to problems. | Improves on solutions suggested by other group members. | Does not offer solutions, but is willing to try solutions suggested by other group members. | Does not try to solve problems or help others solve problems. |
| **Group/PartnerTeamwork** | 3 points | 2 points | 1 point | 0 points | \_\_\_/3 |
| Works to complete all group goals.  | Usually helps to complete group goals. | Occasionally helps to complete group goals. | Does not work well with others and shows no interest in completing group goals. |
| Always has a positive attitude about the task(s) and the work of others | Usually has a positive attitude about the task(s) and the work of others. | Sometimes makes fun of the task(s) or the work of other group members. | Often makes fun of others’ work and has a negative attitude. |
| All team members contributed equally to the finished project. | Assisted group/partner in the finished project. | Finished individual task but did not assist group/partner during the project. | Contributed little to the group effort during the project. |
| Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work. | 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. | 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. | 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. |
| **TOTAL POINTS** |  \_\_\_ /18 |