

Teamwork

Name: _____

	4. Distinguished	3. Proficient	2. Apprentice	1. Novice
Teamwork-Cooperation: Listens, shares ideas and work, supports team	Always listened to, shared ideas with, and supported others. Worked consistently for the good of the team.	Listened to, shared ideas with, and supported the efforts of others. Did not disrupt the group.	Did not consistently listen to, share ideas with, or support the efforts of others. Made some effort to be a team player.	Rarely listened to, shared ideas with, or helped other team members. Was not a team player.
Teamwork-Contribution: Ideas and assistance	Actively participated in all group discussions and activities. Shared ideas freely. Located additional information or resources.	Shared ideas in every group discussion. Attempted to locate additional resources or materials.	Participated in most group discussions. Shared a few ideas.	Did not participate in most group discussions. Rarely shared ideas.
Teamwork-Problem-solving: Discussed, compromised, and made changes	Met frequently to identify problems. Discussed possible solutions, soliciting feedback from all team members. Chose best solution and made appropriate changes to project work.	Met frequently to identify and discuss problems. Worked as a team to solve problems.	Infrequent or unproductive discussions between team members. Did not find best possible solutions to problems.	Did not discuss problems with other team members. Pretended there was not a problem.
Teamwork-Task Assignment: Who will do what	Identified and made complete list of tasks that needed to be done. Used the list to divide work fairly. Evaluated tasks and assigned them to appropriate team members.	Identified and made list of tasks that needed to be done. Assigned work that was too easy or too hard for one or more team members.	Did not identify some of the tasks that needed to be done. Did not assign work fairly between team members.	Did not identify many tasks that needed to be done. Did not assign work fairly between team members.
Teamwork-Responsibility: Knows and completes assigned tasks	Kept a clear record of all project requirements and deadlines. Made list of the work group members needed to do to meet the project requirements. Completed individual tasks on time and worked to help the team meet deadlines.	Kept a clear record of most project requirements and deadlines. Made list of the work group members needed to do to meet the project requirements. Completed individual tasks on time.	Kept a record of most project requirements and deadlines. Did not know or complete some of the tasks assigned by the team.	Did not keep a record of project requirements or deadlines. Did not know or complete most of the tasks assigned by the team.
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Teamwork-Self-Assessment: Evaluated work completed and progress toward goals	Constantly monitored progress. Changed project scope or task assignments to meet goals and deadlines. Made sure every member completed work assigned. Reviewed each member's work for accuracy.	Made several attempts to evaluate progress. Changed project scope or task assignments to meet goals and deadlines. Reviewed each member's work for accuracy and completeness.	Made one attempt to evaluate progress toward goals or deadlines. Reviewed each team member's work for accuracy and completeness.	Did not keep track of progress toward goals or deadlines. Did not review work for accuracy or completeness.

Teamwork

Name: _____

_____ I cooperated with my team by listening, sharing ideas and work load, and helping other team members.

_____ I participated in discussions and contributed ideas about the project.

_____ When we had a problem, my team discussed it and agreed on a solution.

_____ Our team knows what work needs to be done and has divided up the work fairly.

_____ I know what needs to be done and when it is due. I will do what is necessary to help my team meet our goal.

_____ My group evaluated the work we completed to monitor our progress.