

## Collaborative Work Skills : Professional Development

Teacher Name: **Mr. Taylor**

Student Name: \_\_\_\_\_

CATEGORY	4	3	2
Contributions	Routinely provides useful ideas when participating in the group and in classroom discussion. A definite leader who	Usually provides useful ideas when participating in the group and in classroom discussion. A strong group	Sometimes provides useful ideas when participating in the group and in classroom discussion. A satisfactory group
Time-management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to
Problem-solving	Actively looks for and suggests solutions to problems.	Refines solutions suggested by others.	Does not suggest or refine solutions, but is willing to try out solutions suggested by others.
Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s).	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the task(s).	Occasionally is publicly critical of the project or the work of other members of the group. Usually has a positive attitude about
Attitude	Never is publicly critical of the project or the work of others. Always has a positive attitude about the task(s).	Rarely is publicly critical of the project or the work of others. Often has a positive attitude about the task(s).	Occasionally is publicly critical of the project or the work of other members of the group. Usually has a positive attitude about
Focus on the task	Consistently stays focused on the task and what needs to be done. Very self-directed.	Focuses on the task and what needs to be done most of the time. Other group members can count on this person.	Focuses on the task and what needs to be done some of the time. Other group members must sometimes nag, prod.

Preparedness	Brings needed materials to class and is always ready to work.	Almost always brings needed materials to class and is ready to work.	Almost always brings needed materials but sometimes needs to settle down and get to work
Pride	Work reflects this student's best efforts.	Work reflects a strong effort from this student.	Work reflects some effort from this student.
Monitors Group Effectiveness	Routinely monitors the effectiveness of the group, and makes suggestions to make it more effective.	Routinely monitors the effectiveness of the group and works to make the group more effective.	Occasionally monitors the effectiveness of the group and works to make the group more effective.
Working with Others	Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually listens to, shares, with, and supports the efforts of others. Does not cause "waves" in the group.	Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.

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Rarely provides useful ideas when participating in the group and in classroom discussion. <u>May refuse to</u>
Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities <u>because of this</u>
Does not try to solve problems or help others solve problems. Lets others do the work.
Often is publicly critical of the project or the work of other members of the group. Often has a <u>negative attitude</u>
Often is publicly critical of the project or the work of other members of the group. Often has a <u>negative attitude</u>
Rarely focuses on the task and what needs to be done. Lets others do the work.

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Often forgets needed materials or is rarely ready to get to work.

Work reflects very little effort on the part of this student.

Rarely monitors the effectiveness of the group and does not work to make it more effective.

Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.