

Collaborative Work Skills: English Language Arts LAB

Student Name _____

CATEGORY	Excellent 4	Good 3	Satisfactory 2	Marginal 1
Contributions	Routinely provides useful ideas when participating in the group and in virtual classroom discussion. A definite leader who contributes a lot of effort.	Usually provides useful ideas when participating in the group and virtual classroom discussion. A strong group member who tries hard!	Sometimes provides useful ideas when participating in the group and in virtual classroom discussion. A satisfactory group member who does what is required.	Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate.
Quality of Work	Provides work of the highest quality.	Provides high quality work.	Provides work that occasionally needs to be checked/redone by other group members to ensure quality.	Provides work that usually needs to be checked/redone by others to ensure quality.
Time-management	Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities because of this person's procrastination.	Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this person's inadequate time management.
Problem-solving	Actively looks for and	Refines solutions	Does not suggest or refine	Does not try to solve problems

	suggests solutions to problems.	suggested by others.	solutions, but is willing to try out solutions suggested by others.	or help others solve problems. Lets others do the work.
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, and remind to keep this person on-task.	Rarely focuses on the task and what needs to be done. Lets others do the work.
Working with Others	Almost always responds to, shares with, and supports the efforts of others. Tries to keep people working well together.	Usually responds to, shares, with, and supports the efforts of others. Does not cause "waves" in the group.	Often responds to, shares with, and supports the efforts of others, but sometimes is not a good team member.	Rarely responds to, shares with, and supports the efforts of others. Often is not a good team player.