

RUBRICS #2

MMJ34603: COLLABORATIVE TEAMWORK - PEER REVIEW ASSESSMENT (PO 08 – 8%)

To be assessed by the student on him/herself and among teammates by observing group dynamics during meetings/discussions and project implementation.

(Note: Please give an honest assessment)

Name of the assessed student:

Group #:

Criteria and Qualities	Exemplary (7)	Good (6 - 5)	Acceptable (4 – 3 - 2)	Unacceptable (1)	Score
Attendance	Show up for meetings punctually, sometimes ahead of time.	Present most of the meetings. When absent, inform and/or provide reasons. Showed up for the meeting on time.	Show up late, but it wasn't a big problem for completing work. Seldom inform members whenever absent.	No show, or extremely late. Feeble or no excuse offered.	___x3
Responsibility towards collaborative teamwork	Consistently completes all assigned tasks early or on time. Takes strong initiative, willingly volunteers for extra work. Communicates proactively about progress and issues. Actively supports and motivates group members.	Completes tasks on time with minimal reminders. Shows initiative and contributes reliably to group progress. Communicates regularly when needed. Occasionally provides support to group members.	Tasks are sometimes late, incomplete, or require frequent reminders. Contribution is inconsistent and often dependent on prompting. Communication is irregular or minimal. May cause delays or extra work for others.	Does not complete assigned tasks. Shows no responsibility or meaningful contribution. No communication or engagement with the group.	___x4
Participation in discussion	Provided good and clear ideas on tasks; inspired others; clearly communicated desires, ideas, personal needs, and feelings. Is very self-directed.	Participated in discussions and shared ideas and thoughts. Able to communicate. Can count on this person.	Mainly listened; on some occasions, made suggestions. Must be prodded and reminded to keep on task.	Seemed bored with conversations during the meeting; rarely spoke up, and the ideas were off the mark. Do not focus on tasks and what needs to be done.	___x3
Quality of work	Work is complete, well organised, with no errors and is done on time or early.	Work is generally complete, meets the requirements of the task, mostly done on time.	Work tends to be disorderly, incomplete, not inaccurate and is usually late.	Work is generally sloppy and incomplete, with excessive errors and is mostly late or not at all.	___x2
Meeting datelines	Completed assigned work ahead of time.	Completed assigned work on time.	Needed some reminding; the work was late, but it slightly impacted my grade.	Needed much reminding; work was late, and it did impact the quality of my work or grade.	___x2
TOTAL					/98

Date of Assessment:

Student's Name and Signature: