

Teamwork and Collaboration Rubric

Influence and empower others toward a common goal through awareness of one's actions, abilities and beliefs; understanding and respecting others; strategic thinking; and decision making.

- Defining Group Outcomes
- Creating a Supportive Environment
- Communicating Openly
- Supporting Risk Taking
- Defining Roles and Processes
- Being Mutually Accountable
- Establishing Clear Standards of Conduct and Behavior
- Adapting to Changing Conditions

Components	Beginning 1	Developing 2	Accomplished 3	Exemplary 4	Score
	<p>[Also see "Teamwork and Collaboration" Rubrics from other universities and organizations: •AAC&U Teamwork Value Rubric •Lawrence Technological University Rubric for Peer Evaluation in Teamwork •Clemson University Collaboration Rubric •Deakin University Peer and Self- Assessment of Collaboration Rubric •Rollins College Teamwork Rubric •Northern</p>				

	Arizona Teamwork Rubric •Texas A&M University Teams and Groups Rubric				
Defining Group Outcomes	<ul style="list-style-type: none"> •Never has defined group outcomes •Never provides clear direction •Never plans and takes action toward achievement of goals •Never thinks and acts proactively and strategically 	<ul style="list-style-type: none"> •Rarely has defined group outcomes •Rarely provides clear direction •Rarely plans and takes action toward achievement of goals •Rarely thinks and acts proactively and strategically 	<ul style="list-style-type: none"> •Sometimes has defined group outcomes •Sometimes provides clear direction •Sometimes plans and takes action toward achievement of goals •Sometimes thinks and acts proactively and strategically 	<ul style="list-style-type: none"> •Almost always has defined group outcomes •Almost always provides clear direction •Almost always plans and takes action toward achievement of goals •Almost always thinks and acts proactively and strategically 	
Creating a Supportive Environment	<ul style="list-style-type: none"> •Never creates a supportive environment •Never secures necessary resources •Never seeks outside assistance •Never provides training •Never rewards and celebrates good performance 	<ul style="list-style-type: none"> •Rarely creates a supportive environment •Rarely secures necessary resources •Rarely seeks outside assistance •Rarely provides training •Rarely rewards and celebrates good performance 	<ul style="list-style-type: none"> •Sometimes creates a supportive environment •Sometimes secures necessary resources •Sometimes seeks outside assistance •Sometimes provides training •Sometimes rewards and celebrates good performance 	<ul style="list-style-type: none"> •Almost always creates a supportive environment •Almost always secures necessary resources •Almost always seeks outside assistance •Almost always provides training •Almost always rewards and celebrates good performance 	
Communicating Openly	<ul style="list-style-type: none"> •Never communicates openly •Never shares important information •Never listens actively •Never asks thoughtful questions 	<ul style="list-style-type: none"> •Rarely communicates openly •Rarely shares important information •Rarely listens actively •Rarely asks thoughtful questions 	<ul style="list-style-type: none"> •Sometimes communicates openly •Sometimes shares important information •Sometimes listens actively •Sometimes asks thoughtful questions 	<ul style="list-style-type: none"> •Almost always communicates openly •Almost always shares important information •Almost always listens actively •Almost always asks thoughtful questions 	

	<ul style="list-style-type: none"> •Never provides constructive feedback 	<ul style="list-style-type: none"> •Rarely provides constructive feedback 	<ul style="list-style-type: none"> •Sometimes provides constructive feedback 	<ul style="list-style-type: none"> •Almost always provides constructive feedback 	
Supporting Risk Taking	<ul style="list-style-type: none"> •Never supports risk taking •Never gives members freedom to think and act creatively •Never tries out new things •Is never able to take calculated risks 	<ul style="list-style-type: none"> •Rarely supports risk taking •Rarely gives members freedom to think and act creatively •Rarely tries out new things •Is rarely able to take calculated risks 	<ul style="list-style-type: none"> •Sometimes supports risk taking •Sometimes gives members freedom to think and act creatively •Sometimes tries out new things •Is sometimes able to take calculated risks 	<ul style="list-style-type: none"> •Almost always supports risk taking •Almost always gives members freedom to think and act creatively •Almost always tries out new things •Is almost always able to take calculated risks 	
Defining Roles and Processes	<ul style="list-style-type: none"> •Never defines roles and processes •Never clearly spells out responsibilities •Never uses team member strengths to the advantage of all •Never provides clearly written policies and procedures 	<ul style="list-style-type: none"> •Rarely defines roles and processes •Rarely clearly spells out responsibilities •Rarely uses team member strengths to the advantage of all •Rarely provides clearly written policies and procedures 	<ul style="list-style-type: none"> •Sometimes defines roles and processes •Sometimes clearly spells out responsibilities •Sometimes uses team member strengths to the advantage of all •Sometimes provides clearly written policies and procedures 	<ul style="list-style-type: none"> •Almost always defines roles and processes •Almost always clearly spells out responsibilities •Almost always uses team member strengths to the advantage of all •Almost always provides clearly written policies and procedures 	
Being Mutually Accountable	<ul style="list-style-type: none"> •Is never mutually accountable •Never takes responsibility for the success of the group •Never participates in group decision making •Never contributes to the group with ideas, suggestions, and effort 	<ul style="list-style-type: none"> •Is rarely mutually accountable •Rarely takes responsibility for the success of the group •Rarely participates in group decision making •Rarely contributes to the group with ideas, suggestions, and 	<ul style="list-style-type: none"> •Is sometimes mutually accountable •Sometimes takes responsibility for the success of the group •Sometimes participates in group decision making •Sometimes contributes to the group with ideas, suggestions, and 	<ul style="list-style-type: none"> •Is almost always mutually accountable •Almost always takes responsibility for the success of the group •Almost always participates in group decision making •Almost always contributes to the group with ideas, 	

	<ul style="list-style-type: none"> •Never promotes a sense of shared values and identity •Never willing to help others when needed •Never trusts teammates and key collaborators to deliver what they promise 	<p>effort</p> <ul style="list-style-type: none"> •Rarely promotes a sense of shared values and identity •Rarely willing to help others when needed •Rarely trusts teammates and key collaborators to deliver what they promise 	<p>effort</p> <ul style="list-style-type: none"> •Sometimes promotes a sense of shared values and identity •Sometimes willing to help others when needed •Sometimes trusts teammates and key collaborators to deliver what they promise 	<p>suggestions, and effort</p> <ul style="list-style-type: none"> •Almost always promotes a sense of shared values and identity •Almost always willing to help others when needed •Almost always trusts teammates and key collaborators to deliver what they promise 	
Establishing Clear Standards of Conduct and Behavior	<ul style="list-style-type: none"> •Never establishes clear standards of conduct and behavior •Never encourages differences in opinion •Never gives teammates an opportunity to contribute •Never enforces rules against interrupting team members or being rude •Never exhibits a positive mindset •Never resolves conflicts 	<ul style="list-style-type: none"> •Rarely establishes clear standards of conduct and behavior •Rarely encourages differences in opinion •Rarely gives teammates an opportunity to contribute •Rarely enforces rules against interrupting team members or being rude •Rarely exhibits a positive mindset •Rarely resolves conflicts 	<ul style="list-style-type: none"> •Sometimes establishes clear standards of conduct and behavior •Sometimes encourages differences in opinion •Sometimes gives teammates an opportunity to contribute •Sometimes enforces rules against interrupting team members or being rude •Sometimes exhibits a positive mindset •Sometimes resolves conflicts 	<ul style="list-style-type: none"> •Almost always establishes clear standards of conduct and behavior •Almost always encourages differences in opinion •Almost always gives teammates an opportunity to contribute •Almost always enforces rules against interrupting team members or being rude •Almost always exhibits a positive mindset •Almost always resolves conflicts 	
Adapting to Changing Conditions	<ul style="list-style-type: none"> •Never adapts to changing conditions •Never evolves team strategies, goals, processes, and members over time as circumstances change 	<ul style="list-style-type: none"> •Rarely adapts to changing conditions •Rarely evolves team strategies, goals, processes, and members over time as circumstances change 	<ul style="list-style-type: none"> •Sometimes adapts to changing conditions •Sometimes evolves team strategies, goals, processes, and members over time as 	<ul style="list-style-type: none"> •Almost always adapts to changing conditions •Almost always evolves team strategies, goals, processes, and members over time as 	

	<ul style="list-style-type: none"> •Never provides opportunities for team members who are ready to take on new challenges 	<ul style="list-style-type: none"> •Rarely provides opportunities for team members who are ready to take on new challenges 	circumstances change <ul style="list-style-type: none"> •Sometimes provides opportunities for team members who are ready to take on new challenges 	circumstances change <ul style="list-style-type: none"> •Almost always provides opportunities for team members who are ready to take on new challenges 	
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