

Assessment of Teamwork Skills Scoring Sheet

Your Name: _____

Instructor/Advisor: _____

Course/Organization/Club: _____

Date: _____

Instructions: Using the attached Assessment of Teamwork Skills Rubric, rate the teamwork skills of yourself and your team members by circling the appropriate score (1 = Developing to 4 = Mastery). Names will ONLY be used for data analysis purposes.

	Yourself	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name	Team Member Name
Score for Criterion 1: Contributions to Team Meetings	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Score for Criterion 2: Facilitates the Contributions of Team Members	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Score for Criterion 3: Individual Contributions Outside of Team Meetings	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Score for Criterion 4: Fosters Constructive Team Climate	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Score for Criterion 5: Responds to Conflict	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

FOR INSTRUCTOR USE ONLY:				
Please evaluate this student's teamwork skills using the Assessment of Teamwork Skills Rubric.				
Criterion 1: Contributions to Team Meetings	1	2	3	4
Criterion 2: Facilitates the Contributions of Team Members	1	2	3	4
Criterion 3: Individual Contributions Outside of Team Meetings	1	2	3	4
Criterion 4: Fosters Constructive Team Climate	1	2	3	4
Criterion 5: Responds to Conflict	1	2	3	4

ASSESSMENT OF TEAMWORK SKILLS RUBRIC

Note: Do not assign a score for a criterion if the description is not applicable or if you think the score should be a zero.

CATEGORY	Developing 1	Making Progress 2	Proficient 3	Mastery 4
Criterion 1: Contributions to Team Meetings	Shares ideas but does not advance the work of the group.	Offers new suggestions to advance the work of the group.	Offers alternative solutions or courses of action that build on the ideas of others.	Helps the team move forward by highlighting the benefits of alternative ideas or proposals.
Criterion 2: Facilitates the Contributions of Team Members	Promotes discussion by taking turns and listening to others without interrupting.	Promotes discussion by restating the views of other team members and/or asking questions for clarification.	Promotes discussion by constructively building upon or synthesizing the contributions of others.	Promotes discussion by constructively building upon or synthesizing the contributions of others. Notices when someone is not participating and invites them to engage.
Criterion 3: Individual Contributions Outside of Team Meetings	Completes all assigned tasks by deadline.	Completes all assigned tasks by deadline; work accomplished advances the project.	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project.	Completes all assigned tasks by deadline; work accomplished is thorough, comprehensive, and advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence.

Continued on the Back Side

CATEGORY	Developing 1	Making Progress 2	Proficient 3	Mastery 4
<p>Criterion 4: Fosters Constructive Team Climate</p>	<p>Supports a constructive team climate by doing any ONE of the following:</p> <ul style="list-style-type: none"> ● Treats team members respectfully by being polite and constructive in communication. ● Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. ● Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. ● Provides assistance and/or encouragement to team members. 	<p>Supports a constructive team climate by doing any TWO of the following:</p> <ul style="list-style-type: none"> ● Treats team members respectfully by being polite and constructive in communication. ● Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. ● Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. ● Provides assistance and/or encouragement to team members. 	<p>Supports a constructive team climate by doing any THREE of the following:</p> <ul style="list-style-type: none"> ● Treats team members respectfully by being polite and constructive in communication. ● Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. ● Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. ● Provides assistance and/or encouragement to team members. 	<p>Supports a constructive team climate by doing any ALL of the following:</p> <ul style="list-style-type: none"> ● Treats team members respectfully by being polite and constructive in communication. ● Uses positive vocal or written tone, facial expressions, and/or body language to convey a positive attitude about the team and its work. ● Motivates teammates by expressing confidence about the importance of the task and the team's ability to accomplish it. ● Provides assistance and/or encouragement to team members.
<p>Criterion 5: Responds to Conflict</p>	<p>Passively accepts alternative viewpoints/ideas/opinions.</p>	<p>Redirects focus toward common ground, toward task at hand (away from conflict).</p>	<p>Identifies and acknowledges conflict and stays engaged with it.</p>	<p>Addresses destructive conflict directly and constructively, helping to manage/resolve it in a way that strengthens overall team cohesiveness and future effectiveness.</p>