

	Beginning	Developing	Accomplished	Exemplary
Listens to others	Rarely listens to others or dominates conversation. Reacts negatively to input.	Sometimes listens. Sometimes asks clarifying questions. Does not fully respond to input or feedback.	Consistently listens to others. Asks clarifying questions and acknowledges the ideas of others. Accepts input and feedback.	Demonstrates reflective listening and speaking. Incorporates feedback into work.
Gathers and shares information	Collects and shares little or no relevant information .	Collects some relevant information and shares it with teammates.	Collects sufficient relevant information and shares it with teammates.	Collects abundant relevant information and shares it with teammates.
Cooperates and helps the Team	Rarely cooperates, sometimes detracts from group effort	Cooperates but does not offer help to teammates nor helps to solve the problem(s).	Actively cooperates and helps the team solve the problem(s).	Skillfully facilitates cooperation and help among team members with a focus on solving the problem(s).
Performs Duties	Rarely or never performs duties of assigned team role.	Sometimes performs duties of assigned team role.	Consistently performs duties of assigned team role.	Capable of stepping into multiple roles as needed.
Shares equally in the work	Rarely or never shares the assigned work.	Sometimes shares the assigned work--often needs prompting.	Consistently shares the assigned work--rarely needs prompting.	Skillfully shares the assigned work without having to be prompted.

Notes:

Definition

Collaboration requires cooperation among team members focused on a shared task or goal that leads to an agreed-upon outcome. A collaborative team will generally have defined roles for team members who will work together until the goal is achieved or priorities change.

Framing Language

This rubric is specifically designed to evaluate collaboration and team work in a progression of skills, from basic to more complex. This rubric best applies to group projects where everyone contributes, takes responsibility, and values others' viewpoints.

Glossary

The definitions that follow were developed to clarify terms and concepts used in this rubric only.

- **Relevant Information:** Information that is pertinent, applicable, and essential in the solution of a problem.
- **Reflective listening:** A communication strategy that seeks to understand a speaker's idea by offering the idea back to the speaker, to confirm the idea has been understood correctly.