



University of Wisconsin - Stout — [Schedule of Online Courses, Online Certificate Programs, and Graduate Degree](#)

This rubric may be used for self-assessment and peer feedback.

Elementary Teamwork Rubric

CATEGORY	Exemplary	Proficient	Partially Proficient	Unsatisfactory	POINTS
Focus on the Task	3 points	2 points	1 point	0 points	___/3
	Stays on task all of the time without reminders.	Stays on task most of the time. Group members can count on this person.	Stays on task some of the time. Group members must sometimes remind this person to do the work.	Hardly ever stays on task. Lets others do the work.	
	A true team member who works hard and helps others in the group.	A strong group member who tries hard!	Sometimes an active group member, but needs to try harder.	Sometimes chooses not to help out, and does not complete tasks.	
Work Habits	3 points	2 points	1 point	0 points	___/3
	Is on time for meetings, turns in all work when it is due.	Usually on time for meetings, turns in most work when it is due.	Sometimes late for meetings, often turns in work late.	Late for all or most meetings, and late turning in work.	
	Completes assigned tasks and does not depend on others to do the work.	Completes most assigned tasks.	Does not follow through on most tasks and sometimes counts on others to do the work	Does not complete tasks. Depends on others to do all of the work.	
Listening, Questioning and Discussing	3 points	2 points	1 point	0 points	___/3
	Respectfully listens, discusses, asks questions and helps direct the group in solving problems.	Respectfully listens, discusses and asks questions.	Has trouble listening with respect, and takes over discussions without letting other people have a turn.	Does not listen with respect, argues with teammates, and does not consider other ideas. Blocks group from reaching agreement.	

Research and Information-Sharing	3 points	2 points	1 point	0 points	___/3
	Gathers information and shares useful ideas for discussions. All information fits the group's goals	Usually provides useful information and ideas for discussion.	Sometimes provides useful information and ideas for discussion.	Almost never provides useful information or ideas for discussion.	
Problem-Solving	3 points	2 points	1 point	0 points	___/3
	Actively seeks and suggests solutions to problems.	Improves on solutions suggested by other group members.	Does not offer solutions, but is willing to try solutions suggested by other group members.	Does not try to solve problems or help others solve problems.	
Group/Partner Teamwork	3 points	2 points	1 point	0 points	___/3
	Works to complete all group goals.	Usually helps to complete group goals.	Occasionally helps to complete group goals.	Does not work well with others and shows no interest in completing group goals.	
	Always has a positive attitude about the task(s) and the work of others	Usually has a positive attitude about the task(s) and the work of others.	Sometimes makes fun of the task(s) or the work of other group members.	Often makes fun of others' work and has a negative attitude.	
	All team members contributed equally to the finished project.	Assisted group/partner in the finished project.	Finished individual task but did not assist group/partner during the project.	Contributed little to the group effort during the project.	
	Performed all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Always did the assigned work.	Performed nearly all duties of assigned team role and contributed knowledge, opinions, and skills to share with the team. Completed most of the assigned work.	Performed a few duties of assigned team role and contributed a small amount of knowledge, opinions, and skills to share with the team. Completed some of the assigned work.	Did not perform any duties of assigned team role and did not contribute knowledge, opinions or skills to share with the team. Relied on others to do the work.	
TOTAL POINTS					___/18

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