COLLABORATION RUBRIC for PBL

(for grades 6-12; CCSS ELA aligned)

Individual Performance	Below Standard	Approaching Standard	At Standard	Above Standard ✔
Takes Responsibility for Oneself	▸ is not prepared, informed, and ready to work with the team ▸ does not use technology tools as agreed upon by the team to communicate and manage project tasks ▸ does not do project tasks ▸ does not complete tasks on time ▸ does not use feedback from others to improve work	▸ is usually prepared, informed, and ready to work with the team ▸ uses technology tools as agreed upon by the team to communicate and manage project tasks, but not consistently ▸ does some project tasks, but needs to be reminded ▸ completes most tasks on time ▸ sometimes uses feedback from others to improve work	▸ is prepared and ready to work; is well informed on the project topic and cites evidence to probe and reflect on ideas with the team (CC 6-12.SL.1a) ▸ consistently uses technology tools as agreed upon by the team to communicate and manage project tasks ▸ does tasks without having to be reminded ▸ completes tasks on time ▸ uses feedback from others to improve work	
Helps the Team	▸ does not help the team solve problems; may cause problems ▸ does not ask probing questions, express ideas, or elaborate in response to questions in discussions ▸ does not give useful feedback to others ▸ does not offer to help others if they need it	▸ cooperates with the team but may not actively help it solve problems ▸ sometimes expresses ideas clearly, asks probing questions, and elaborates in response to questions in discussions ▸ gives feedback to others, but it may not always be useful ▸ sometimes offers to help others if they need it	▸ helps the team solve problems and manage conflicts ▸ makes discussions effective by clearly expressing ideas, asking probing questions, making sure everyone is heard, responding thoughtfully to new information and perspectives (CC 6-12.SL.1c) ▸ gives useful feedback (specific, feasible, supportive) to others so they can improve their work ▸ offers to help others do their work if needed	
Respects Others	▸ is impolite or unkind to teammates (may interrupt, ignore ideas, hurt feelings) ▸ does not acknowledge or respect other perspectives	▸ is usually polite and kind to teammates ▸ usually acknowledges and respects other perspectives and disagrees diplomatically	▸ is polite and kind to teammates ▸ acknowledges and respects other perspectives; disagrees diplomatically	

Team Performance	Below Standard	Approaching Standard	At Standard	Above Standard ✔
Makes and Follows Agreements	▸ does not discuss how the team will work together ▸ does not follow rules for collegial discussions, decision-making and conflict resolution ▸ does not discuss how well agreements are being followed ▸ allows breakdowns in team work to happen; needs teacher to intervene	▸ discusses how the team will work together, but not in detail; may just "go through the motions" when creating an agreement ▸ usually follows rules for collegial discussions, decision-making, and conflict resolution ▸ discusses how well agreements are being followed, but not in depth; may ignore subtle issues ▸ notices when norms are not being followed but asks the teacher for help to resolve issues	▸ makes detailed agreements about how the team will work together, including the use of technology tools ▸ follows rules for collegial discussions (CC 6-12.SL.1b), decision-making, and conflict resolution ▸ honestly and accurately discusses how well agreements are being followed ▸ takes appropriate action when norms are not being followed; attempts to resolve issues without asking the teacher for help	
Organizes Work	▸ does project work without creating a task list ▸ does not set a schedule and track progress toward goals and deadlines ▸ does not assign roles or share leadership; one person may do too much, or all members may do random tasks ▸ wastes time and does not run meetings well; materials, drafts, notes are not organized (may be misplaced or inaccessible)	▸ creates a task list that divides project work among the team, but it may not be in detail or followed closely ▸ sets a schedule for doing tasks but does not follow it closely ▸ assigns roles but does not follow them, or selects only one "leader" who makes most decisions ▸ usually uses time and runs meetings well, but may occasionally waste time; keeps materials, drafts, notes, but not always organized	▸ creates a detailed task list that divides project work reasonably among the team (CC 6-12.SL.1b) ▸ sets a schedule and tracks progress toward goals and deadlines (CC 6-12.SL.1b) ▸ assigns roles if and as needed, based on team members' strengths (CC 6-12.SL.1b) ▸ uses time and runs meetings efficiently; keeps materials, drafts, notes organized	
Works as a Whole Team	▸ does not recognize or use special talents of team members ▸ does project tasks separately and does not put them together; it is a collection of individual work	▸ makes some attempt to use special talents of team members ▸ does most project tasks separately and puts them together at the end	▸ recognizes and uses special talents of each team member ▸ develops ideas and creates products with involvement of all team members; tasks done separately are brought to the team for critique and revision	