## Collaboration Reflection Worksheet

### Part 1: Evidence of collaboration

| **Team Members Information** | | |
| --- | --- | --- |
| **Team Member Names** | **Email** | **Instructor Name** |
| **My Name:** |  |  |
| **Partner:** |  |  |

My partner(s) and I completed the collaboration product on \_\_\_\_\_\_\_\_\_\_\_\_ (date).

We did the collaboration via (method of collaboration):

Evidence of the collaboration is required, so please include screenshots, photos, or a video of the collaboration.

### Part 2: Peer and Self-evaluation

Rate yourself and your partner as a whole, according to each of the performance criteria below.

| **Peer evaluation and Self-evaluation 3=Always | 2=Usually | 1=Sometimes | 0=Never** | | | |
| --- | --- | --- | --- |
|  | **Rating for You** | **Rating for Your Partner** | **Reasons for Ratings and Other Comments** |
| **Listened to others** |  |  |  |
| **Showed respect for others’ opinions** |  |  |  |
| **Completed assigned duties** |  |  |  |
| **Participated in discussions** |  |  |  |
| **Stayed on task** |  |  |  |
| **Offered relevant information** |  |  |  |
| **Completed work adequately** |  |  |  |
| **Completed work on time** |  |  |  |
| **Offered appropriate feedback when necessary** |  |  |  |

### Part 3: Self-reflection

Reflect on your collaboration experience. Answer the following questions.

Respond to the following questions with at least three sentences for each.

1. What did you enjoy most about working with others on this lesson/task?
2. What will you do differently, if anything, in your next collaboration opportunity?

**Assignment Guide**

1. Chinese contribution selected:
2. Four important details about the Chinese contribution selected:

|  |  |
| --- | --- |
| Detail 1: |  |
| Detail 2: |  |
| Detail 3: |  |
| Detail 4: |  |

1. Four additional pieces of information about the Chinese contribution selected:

|  |  |
| --- | --- |
| Additional Information 1: |  |
| Additional Information 2: |  |
| Additional Information 3: |  |
| Additional Information 4: |  |

\* Remember, you will conduct brief, online research before starting this collaboration.

**Include the following:**

* Write three sentences in **Chinese** introducing yourself. Include (in complete sentences):

|  |  |
| --- | --- |
| your name: |  |
| where you live: |  |
| how old you are: |  |

* Write your three sentences here:
* Prepare one paragraph of at least four to five sentences in **English**, describing the important details and additional important information about the contribution you selected.

* Give a seven-question survey of questions to ask your partner.

|  |  |  |
| --- | --- | --- |
|  | **Questions** | **Partner’s response** |
| 1. | What is your name? (Ask in Chinese.) |  |
| 2. | Where do you live? (Ask in Chinese.) |  |
| 3. | How old are you? (Ask in Chinese.) |  |
| The remaining four questions should be in **English** about which Chinese contribution they chose, the important details they discovered, and any additional information about the contribution they selected. Write them here: | | |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |