

# Lab Reflection Rubric – Individual performance

**DS 4021 – Instructor:** Javier Rasero; **TA:** Jeffrey Zhang & Ethan Meidinger

**Due:** see canvas

**Submission format:** PDF

This is an **Individual Assignment**, which **must** be submitted by each group member in order to get the grade from the lab assignment.

**General Description:** Submit to canvas a single PDF consisting of THREE paragraphs. The first paragraph is a technical description of the tasks you completed in the lab. The second paragraph highlights a particular contribution you made to your team's lab. The third paragraph highlights a way you could improve your effort in future lab assignments.

**Preparatory Assignments:** None

**Why am I doing this?** This reflection helps you practice three essential skills:

- Communicating technical work clearly.
- Recognizing and celebrating strengths.
- Engaging in constructive self-critique to guide future improvement.

These are professional habits that matter as much as technical knowledge in real-world data science projects.

**What am I going to do?** This is an opportunity to briefly describe your specific responsibilities and the technical aspects you contributed. Then you will describe a contribution you made to your team and why you are proud of it. Finally, you will identify one part of your effort that you can improve and describe any plan to do better in the next lab assignments.

**Tips for success:**

- Be specific in detailing your contributions and be honest in assessing them. Consider this as an exercise in professional communication: be clear, focused, and reflective.
- Be kind to yourself – on the positive side, don't worry about making the greatest contribution ever, a solid piece of work is something to be proud of. On the other hand, don't beat yourself up over your mistakes. This part is to identify and take responsibility for a mistake and then work to overcome it next time around. Mistakes are part of the learning process!
- Write clearly and concisely. Don't try to fill space just for the sake of it. It is FINE to have a short document as long as it directly addresses the main goals

**How will I know I have succeeded?** You will meet expectations if your document addresses each of the following rubric categories:

Spec Category	Spec Details
Formatting	<ul style="list-style-type: none"><li>• One page (approximately)</li><li>• PDF</li><li>• Order<ul style="list-style-type: none"><li>○ Title</li><li>○ Name and Course and Date</li><li>○ Technical Description</li><li>○ Positive Critique</li><li>○ Negative Critique</li></ul></li></ul>

Technical Description	<ul style="list-style-type: none"> <li>● <u>Goal</u>: Describe, briefly, your tasks and responsibilities, and technical contributions.</li> <li>● For <i>tasks and responsibilities</i>, describe the specific tasks you were assigned, and mention any leadership roles you assumed in the assignment. For the <i>technical contributions</i>, describe the technical skills, tools, or algorithms you employed or developed.</li> <li>● Use <b>one</b> paragraph.</li> <li>● Use short sentences.</li> </ul>
Positive Critique	<ul style="list-style-type: none"> <li>● <u>Goal</u>: Describe one element of your contribution that you take pride in. Explain why.</li> <li>● This is not about explaining technical details.</li> <li>● Give enough context to get the idea across.</li> <li>● Focus on why this contribution matters to you.</li> <li>● Use <b>one</b> paragraph.</li> </ul>
Negative Critique	<ul style="list-style-type: none"> <li>● <u>Goal</u>: Describe one element of your performance that you would improve. Explain why and how you plan to do better next time.</li> <li>● This is not about explaining technical details.</li> <li>● Describe why you selected this area to focus on improving. Superficial answers do not meet spec (e.g. do not just say “I procrastinated and won’t do so next time”. Instead say “I procrastinated because &lt;insert actual reason, tell us something about you&gt;”). Describe also how you would do better on this item next time. Your plan should be specific and actionable.</li> <li>● Use <b>one</b> paragraph.</li> </ul>

Acknowledgements: Special thanks to Jess Taggart from UVA CTE for coaching on making this rubric. This structure is pulled from [Streifer & Palmer \(2020\)](#).