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Interacting

Communicated with each other and worked together

1	
1	1
Rarely	
3	3
Sporadically	
5	5
Frequently	

Observed Characteristics

Communications among team members about the common goal

Team members' body language provided evidence of interaction

- Communications among team members about the common goal
- Team members' body language provided evidence of interaction
- Directed each other to tasks/information

Suggestions

- 1 Speak up and share your ideas/insights with team members.
- 2 Listen to other team members who are sharing their ideas or insights and do not interrupt their communications.
- 3 Turn to face the members of your team and make eye contact, nod, or gesture.
- 4 Restate the prompt to make sure everyone is at the same place on the task.

- 5 Have all members of the team consider the same task at the same time rather than working independently

Contributing

Considered the contributions, strengths and skills of all team members

5	
1	1
Rarely	
3	3
Sporadically	
5	5
Frequently	

Observed Characteristics

Invited other team members to participate in the conversation, particularly if they have not contributed in a while

Expanded on statements of other team members

- Acknowledged statements of other team members
- Invited other team members to participate in the conversation, particularly if they have not contributed in a while
- Expanded on statements of other team members
- Asked follow-up questions to clarify team members' thoughts

Suggestions

- 1 Verbally or nonverbally indicate that you heard what another team member said.
- 2 Invite other members of the team to share their ideas or explain their reasoning.
- 3 Ask for clarification or rephrase statements of other team members to ensure understanding.
- 4 Call attention to particularly effective contributions.

Progressing

Moved forward towards a common goal

3	
1	1
Minimally	
3	3
Intermittent	
5	5
Steadily	

Observed Characteristics

Stayed on task, focused on the assignment with only brief interruptions

Refocused team if off task

- Stayed on task, focused on the assignment with only brief interruptions
- Checked time to monitor progress on task
- Refocused team if off task
- Prompted each other to make more effective progress towards goal

Suggestions

- 1 Minimize distractions and focus on the assignment (close websites or messaging on phone or computer, turn off music, put away materials from other classes).
- 2 Redirect team members to current task.
- 3 Ask other team members for their input on a task to move discussion forward.
- 4 Ask for help if your team is stuck on a task and making little progress.
- 5 Compare progress on task to the time remaining on assignment.
- 6 Verbalize to team members that you need to move on.
- 7 As a team, list tasks to be done and agree on order for these tasks.

Uniting

Acted as a cohesive unit that supported and included all team members

3	
1	1
Minimally	
3	3
Partially	
5	5
Effectively	

Observed Characteristics

Used inclusive verbal and non-verbal cues with all team members

Worked simultaneously as a single unit on the common goal

- Used inclusive verbal and non-verbal cues with all team members
- Acted as a single unit that did not break up into smaller (fragmented) units for the entire task.
- Worked simultaneously as a single unit on the common goal
- Openly and respectfully discussed questions and disagreements between team members

Suggestions

- 1 Address team members by name, making eye contact.
- 2 Welcome members of the team and make sure everyone is ready to work on the task.
- 3 Acknowledge contributions verbally and non-verbally.
- 4 Ensure that all team members are working together on the same question at the same time.
- 5 Check that all team members are ready to move on to the next question
- 6 Ensure that every member of the team contributes to achieving the goal.
- 7 Celebrate team agreements and successes and work carefully through disagreements and road blocks.

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