

This assignment does not count toward the final grade.

Team Week Retrospective

Start Assignment

Due No due date **Points** 25 **Submitting** a text entry box

This rubric describes different parts of being a team member. Review the categories and score descriptions, and fill one out for each of your teammates. The review is anonymous and does not count for any final grade, so that you can give candid and honest feedback to help each other grow.

Teamwork

Criteria	Ratings			Pts
Collaboration	5 Pts Regularly contributes useful ideas when participating. Stays focused on the tasks at hand and does what is needed to meet the overall goal. Effectively encourages and supports the efforts of the group as a whole.	3 Pts Sometimes contributes useful ideas when participating. Usually stays focused on the tasks at hand. Generally supports the efforts of the group as a whole.	1 Pts Rarely provides useful ideas and keeps to themselves. Is often distracted and does not act with the group's goals in mind. May discourage others' efforts and contributes little to no effort to the end goal.	5 pts
Accountability	5 Pts Takes responsibilities seriously and takes ownership over those responsibilities. The group can depend on this team member to produce high-quality work and meet deadlines.	3 Pts Takes some responsibilities seriously. The group can usually depend this team member to complete work and meet deadlines. Standard of work may not be of highest quality.	1 Pts Does not take responsibilities seriously. The group can not depend on this team member to follow through with tasks, produce quality work, or to meet deadlines.	5 pts
Communication	5 Pts Consistently and respectfully listens, interacts, discusses, and contributes to the group, helping the group reach agreement. Gives objective and constructive feedback as well as praise, and is receptive to feedback from others.	3 Pts Usually respectfully listens, interacts, discusses, and contributes to the group and the group dynamic. Gives some constructive feedback and is generally receptive to feedback from others.	1 Pts Rarely respectfully listens, interacts, discusses, and contributes to the group. Is reluctant to give feedback, and is defensive to feedback from others.	5 pts

Criteria	Ratings			Pts
Conflict Management	5 Pts Recognizes conflict and deals with it in a timely manner. Uses conflict as an opportunity for productive discussion. Is able to resolve conflicts in a peaceful, respectful way. Remains objective and addresses the conflict, not the person.	3 Pts May recognize conflict, but does not necessarily address it right away; OR may react to conflict defensively. May not have a consistent stand on the issue.	1 Pts Avoids conflict by not addressing it at all; OR reacts to conflict aggressively. See conflicts as a time to escalate the issue and divide the group. Takes sides and focuses on the person, rather than the conflict.	5 pts
Attitude	5 Pts Has a positive, open attitude toward the project and other group members. Is not openly negatively critical of ideas or developments. Embraces setbacks and challenges, and adapts accordingly.	3 Pts Generally has a positive attitude toward the project and other group members, but attitude may be inconsistent. Is usually supportive, but can be critical at times. Can usually overcome challenges and setbacks.	1 Pts Has a negative or indifferent attitude toward the project and other group members. Is frequently and openly negative and critical toward others' ideas and developments. Is generally unable to overcome challenges and setbacks.	5 pts
Total points: 25				