

Key purposes for VIP notebooks:

- Facilitate learning (organize thoughts, think about work, reflect)
- Documentation (document work, track progress, etc.)
- An assessment tool (shows individual contributions and collaborations, tangible item to grade)

At most basic level a notebook should show:

- What you did in a previous week.
- What you plan to do in the coming week.

FR SO JR SR MS PhD

Student Name _____

Credit Hrs _____

Semester _____

VIP Baseline Notebook Rubric						
		Poor	Intermediate	Exemplary		
		Poor	Average	Exemplary	Point Ranges	Earned
Documentation	What was done each week	Very little explanation of work, progress or interactions/meeting notes for each week.	Adequate explanation of work, progress and interactions/meeting notes for each week. Someone knowledgeable/skilled in the field would be able to: - Understand decisions student made - Repeat what was done - Obtain the same result	Same as previous AND Includes reflections on: - What did/didn't work - Next steps	0-10	
	To-do list for upcoming week	Not consistently created each week.	Created each week. AND Completed items checked off.	Same as previous AND Easy for reader to understand. AND Items checked off and dated	0-10	
Contributions	Personal contributions to the project	Given the student's experience, academic rank and number of credit hours...			0-10	
		Very few contributions. OR The work was too simple. OR The work did not advance the project or help the student gain skills that would advance the project.	Adequate contributions. AND The work advanced the project and/or helped the student gain skills needed to advance the project.	Same as previous AND Outstanding contributions.		
					Total	