

SELF-EVALUATION RUBRIC

| | Excellent (Score: 4) | High (Score: 3) | Medium (Score: 2) | Low (Score: 1) | None (Score:0) |
|---------------------------|---|--|---|---|--|
| Communication | <p>I regularly communicated with other group members and responded to messages in a timely manner.</p> <p>I expressed my idea for the tasks clearly and coherently and actively listened to other group members and valued their ideas/input.</p> <p>I provided other group members with constructive feedback.</p> <p>If I encountered problems or had concerns, I communicated this to other group members in a timely manner and offered a solution.</p> | <p>I demonstrated a mix of behaviours listed across both the Excellent and the Medium columns.</p> | <p>I communicated irregularly or intermittently with other group members.</p> <p>I engaged in discussion about the tasks but contributed less than other group members OR dominated discussion with other group members.</p> <p>I shared ideas for the tasks but sometimes needed to communicate in a clearer or more constructive manner.</p> <p>If I encountered problems, I communicated this to other group members, but needed to speak up about issues earlier.</p> | <p>I demonstrated a mix of behaviours listed across both the Medium and the None columns.</p> | <p>I rarely communicated with other group members and repeatedly failed to respond to messages.</p> <p>I did not engage in discussions about the tasks or contribute ideas or suggestions and I did not listen to other group members or value their input. I disregarded their ideas and suggestions.</p> <p>I did not provide OR did not accept constructive feedback.</p> <p>I communicated problems and concerns at the last minute.</p> |
| Project Management | <p>I helped develop a plan and a feasible timeline to finish the tasks.</p> <p>I completed the tasks by the required deadlines.</p> | <p>I demonstrated a mix of behaviours listed across both the Excellent and the Medium columns.</p> | <p>I helped develop a plan and a feasible timeline but contributed less than other group members OR dominated over other group members.</p> <p>I successfully completed the tasks but not always by the required deadlines.</p> | <p>I demonstrated a mix of behaviours listed across both the Medium and the None columns.</p> | <p>I did not contribute to the development of a plan and timeline.</p> <p>I delayed other group members and/or disrupted the project timeline.</p> |

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| | <p>I regularly reviewed how the tasks were progressing and adjusted the plan and timeline when required.</p> <p>I was organised and well prepared for meetings.</p> | | <p>I reviewed how the tasks were progressing irregularly and/or needed to be more proactive.</p> <p>I was organised at times and disorganised at others.</p> | | <p>I did not review how the tasks were progressing and/or left the tasks to the last minute.</p> <p>I was consistently disorganised and unprepared for meetings.</p> |
| Quality of Contribution | The work that I completed was of a high quality and exceeded the expected standard. | I demonstrated a mix of behaviours listed across both the Excellent and the Medium columns. | The work that I completed was of an acceptable quality and met the expected standard. | I demonstrated a mix of behaviours listed across both the Medium and the None columns. | The work the I completed was of a poor quality and did not meet the expected standard |
| Quantity of Contribution | I made valuable contributions to the tasks and completed an equal share of the work. | I demonstrated a mix of behaviours listed across both the excellent and the Medium columns. | I made valuable contributions to the tasks, but needed to complete more work so that the workload was evenly distributed with other group members. | I demonstrated a mix of behaviours listed across both the medium and the None columns. | My contribution to the tasks was minimal. I completed substantially less work than other group members. |
| Working Environment | <p>I created a positive working environment.</p> <p>I behaved in a respectful and professional manner.</p> <p>I supported my other group members.</p> <p>I was kind, encouraging, empathetic and inclusive.</p> | I demonstrated a mix of behaviours listed across both the Excellent and the Medium columns. | <p>I created a neutral working environment.</p> <p>I exhibited lapses in respectful and professional behaviours.</p> <p>I was supportive at times but unsupportive at others.</p> <p>I was kind, encouraging, empathetic and inclusive at times but not at others.</p> | I demonstrated a mix of behaviours listed across both the Medium and the None columns. | <p>I created a negative working environment for this project.</p> <p>I behaved in a disrespectful and unprofessional manner.</p> <p>I did not support other group members.</p> <p>I was unkind, dismissive or divisive.</p> |

GROUP MEMBER-EVALUATION RUBRIC

| | Excellent (Score: 4) | High (Score: 3) | Medium (Score: 2) | Low (Score: 1) | None (Score:0) |
|---------------------------|--|--|---|---|--|
| Communication | <p>This group member regularly communicated with other group members and responded to messages in a timely manner.</p> <p>This group member expressed their idea for the tasks clearly and coherently and actively listened to other group members and valued their ideas/input.</p> <p>This group member provided other group members with constructive feedback.</p> <p>If this group member encountered problems or had concerns, this group member communicated this to other group members in a timely manner and offered a solution.</p> | <p>This group member demonstrated a mix of behaviours listed across both the Excellent and the Medium columns.</p> | <p>This group member communicated irregularly or intermittently with other group members.</p> <p>This group member engaged in discussion about the tasks but contributed less than other group members OR dominated discussion with other group members.</p> <p>This group member shared ideas for the tasks but sometimes needed to communicate in a clearer or more constructive manner.</p> <p>If this group member encountered problems, this group member communicated this to other group members, but needed to speak up about issues earlier.</p> | <p>This group member demonstrated a mix of behaviours listed across both the Medium and the None columns.</p> | <p>This group member rarely communicated with other group members and repeatedly failed to respond to messages.</p> <p>This group member did not engage in discussions about the tasks or contribute ideas or suggestions and this group member did not listen to other group members or value their input. This group member disregarded their ideas and suggestions.</p> <p>This group member did not provide OR did not accept constructive feedback.</p> <p>This group member communicated problems and concerns at the last minute.</p> |
| Project Management | <p>This group member helped develop a plan and a feasible timeline to finish the tasks.</p> | <p>This group member demonstrated a mix of behaviours listed across both the Excellent and the Medium columns.</p> | <p>This group member helped develop a plan and a feasible timeline but contributed less than other group members OR dominated over other group members.</p> | <p>This group member demonstrated a mix of behaviours listed across both the Medium and the None columns.</p> | <p>This group member did not contribute to the development of a plan and timeline.</p> |

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| | <p>This group member completed the tasks by the required deadlines.</p> <p>This group member regularly reviewed how the tasks were progressing and adjusted the plan and timeline when required.</p> <p>This group member was organised and well prepared for meetings.</p> | | <p>This group member successfully completed the tasks but not always by the required deadlines.</p> <p>This group member reviewed how the tasks were progressing irregularly and/or needed to be more proactive.</p> <p>This group member was organised at times and disorganised at others.</p> | | <p>This group member delayed other group members and/or disrupted the project timeline.</p> <p>This group member did not review how the tasks were progressing and/or left the tasks to the last minute.</p> <p>This group member was consistently disorganised and unprepared for meetings.</p> |
| Quality of Contribution | The work that this group member completed was of a high quality and exceeded the expected standard. | This group member demonstrated a mix of behaviours listed across both the Excellent and the Medium columns. | The work that this group member completed was of an acceptable quality and met the expected standard. | This group member demonstrated a mix of behaviours listed across both the Medium and the None columns. | The work the this group member completed was of a poor quality and did not meet the expected standard |
| Quantity of Contribution | This group member made valuable contributions to the tasks and completed an equal share of the work. | This group member demonstrated a mix of behaviours listed across both the Excellent and the Medium columns. | This group member made valuable contributions to the tasks, but needed to complete more work so that the workload was evenly distributed with other group members. | This group member demonstrated a mix of behaviours listed across both the Medium and the None columns. | This group member's contribution to the tasks was minimal. This group member completed substantially less work than other group members. |
| Working Environment | <p>This group member created a positive working environment.</p> <p>This group member behaved in a respectful and professional manner.</p> <p>This group member supported other group members.</p> <p>This group member was kind, encouraging, empathetic and inclusive.</p> | This group member demonstrated a mix of behaviours listed across both the Excellent and the Medium columns. | <p>This group member created a neutral working environment.</p> <p>This group member exhibited lapses in respectful and professional behaviours.</p> <p>This group member was supportive at times but unsupportive at others.</p> <p>This group member was kind, encouraging, empathetic and inclusive at times but not at others.</p> | This group member demonstrated a mix of behaviours listed across both the Medium and the None columns. | <p>This group member created a negative working environment for this project.</p> <p>This group member behaved in a disrespectful and unprofessional manner.</p> <p>This group member did not support other group members.</p> <p>This group member was unkind, dismissive or divisive.</p> |