Justin Hinckley	N/A	1st
Student Name	VIP Team	Semester

VIP Notebook Grading Rubric

		Poor		Intermediate		Exemplary	
Notebook Maintenance (25)	Name & contact info	0	1	2	3	4	**5**
	Teammate names and contact info easy to find	0	1	2	3	4	**5**
	Neat, legible, additional pages secured	0	1	2	3	4	**5**
	Organization	0	1	2	3	4	**5**
	Updated at least weekly	0	1	2	3	4	**5**
Meeting notes (15)	Group topics	0	1	2	3	4	**5**
	Other individuals	0 1 2 3 4 5 6 7 8 9 **10**					
Personal work & accomplishments (35)	To-do items: clarity, easy to find	0	1	2	3	4	**5**
	To-do list consistency (weekly or more)	0 1 2 3 4 5 6 7 8 9 **10**					
	To-dos & cancellations checked & dated	0	1	2	3	4	**5**
	Level of detail: personal work & accomplishments			Includes ideas, progress and results.		Includes ideas, progress, results + **explanations, justifications & reflections.**	
		0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 **15**					
Useful resource (25)	References (internal, external)	0 1 2 3 4 5 6 7 8 9 **10**					
	Useful resource for the team			Useful: Someone familiar with the project would find sufficient answers.		Excellent: Useful to future group members; someone familiar with the field could follow the work.	
		0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 **15**					

Comments:	Column totals:	0	0	100
			Total out of	100

100: