| 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: | | | | | | |
| | | | | | Total out of 100: | 94 | |