

ZHAO DONG KANG

AAD

Fall 2012

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					
	Organization	0	1				2	3				4	5					
	Updated at least weekly	0	2				4	6				8	10					
Meeting notes (15)	Main meeting notes	0	1				2	3				4	5					
	Sub-teams' efforts	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	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	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Comments:		0					0					96						
Column totals:							Total out of 100:					96						