

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	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	11	12	13	14	15
	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.					
Comments:		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Column totals:		0					0					89					
Total out of 100:												89					