

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					Includes ideas, progress, results + explanations, justifications & reflections.				
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
Comments:		Column totals:					0					17				
												65				
												Total out of 100:				
												82				