

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	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	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.									
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
Comments:	Column totals:																				
												Total out of 100:			92						