

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 and results. | | | | Includes ideas, progress, results + explanations, justifications & reflections. | | | | | |
| 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. | | | | | |
| | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Comments: | | Column totals: | | | | | 10 | | | | | 81 | | | | | |
| | | | | | | | Total out of 100: | | | | | 91 | | | | | |
| Overall, I think that I have done a good job updating the notebook every week and | | | | | | | | | | | | | | | | | |

Overall, I think that I have done a good job updating the notebook every week and following the lab schedule. However, I think that I can improve my notebook by including more figures and results from my lab work. Although my notes are extensive I think that graphics would greatly improve them.