|  |  |  |  |
| --- | --- | --- | --- |
| VIP Notebook Rubric |  |  |  |
| Name |  | Credit Hrs |
| FR SO JR SR MS PhD | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Poor | Average | Exemplary | Point Ranges | Earned |
| Documentation | What was done each week | Very little explanation of work, progress or interactions/meeting notes for each week. | Adequate explanation of work, progress and interactions/meeting notes for each week.  Someone knowledgeable/skilled in the field would be able to:  - Understand decisions student made  - Repeat what was done  - Obtain the same result | Same as previous  AND  **Includes reflections** on:  - What did/didn’t work  - Next steps | 0-10 |  |
| To-do list for upcoming week | Not consistently created each week. | Created each week.  AND  Completed items checked off. | Same as previous  AND  Easy for reader to understand.  AND  Items checked off **and dated** | 0-5 |  |
| Contributions | Personal contributions to the project | Given the student’s experience, academic rank and number of credit hours... | | | 0-10 |  |
| Very few contributions.  OR  The work was too simple.  OR  The work did not advance the project or help the student gain skills that would advance the project. | Adequate contributions.  AND  The work advanced the project and/or helped the student gain skills needed to advance the project. | Same as previous  AND  **Outstanding** contributions. |  |  |
|  |  |  | | | Total |  |