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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kevin Zheng | | | |  | NLP | | | | | | | | | | | | | | | | | | | | |  | Fall 2021 | | | | | | | | |
| 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 | |
| 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: | | | | | 91 | | | | | | | | | |