

Team contribution rubric

This rubric focuses on contributions by individual students to the team process. The rubric is intended for the assessment of individual contributions to teamwork processes, rather than of the team as a whole. The underlying premise is that it is possible for a student to receive high or low ratings, regardless of overall team performance. The scale used is roughly aligned to the High Distinction, Distinction, Credit, Pass and Fail grading schemas used in Australian Higher Education, although characteristics in each level may vary depending on the subject and course. Evidence that may be used to assess team contributions includes diaries and other individual or team records such as minutes of meetings as well as self and peer review reports.

	Exceptional	Proficient	Developing	Beginning	Non-performance
Contributes to team communications	Proactively organises meetings and negotiates communication approach, volunteers to take on roles, develops plans and maintains structured discussion; helps the team move forward by articulating the merits of alternative ideas or proposals and assisting with decision-making.	Organises meetings and communications, communicates regularly and effectively, maintains records and takes an active role in meetings; attends whenever possible; offers alternative solutions or courses of action that build on the ideas of others.	Responds to and delivers agreed communications in a timely manner, attendance at meetings is good; generally offers contributions to advance the work of the group.	Responds to information requests, attends meetings and generally contributes and engages with discussion as required.	Non-attendance, does not respond in timely fashion to requests, minimal effective contributions noted.
Facilitates contributions in meetings	Engages team members in ways that facilitate their contributions to meetings by both constructively building upon and synthesizing the contributions of others as well as noticing when someone is not participating and supporting them to engage.	Engages team members in ways that facilitate their contributions to meetings by constructively building upon and synthesizing the contributions of others.	Engages team members in ways that facilitate their contributions to meetings by asking questions for clarification and building on these on occasion.	Engages with team members, indicates agreement or otherwise with contributions.	Does not engage with others, or negatively engages.

	Exceptional	Proficient	Developing	Beginning	Non-performance
Fosters Constructive Team Climate	Identifies potential team issues and engages team in design of strategies to resolve these. Supports a constructive team climate by treating team members respectfully, maintaining a positive attitude about the team and its work, motivating others by expressing confidence about the importance of the task and the team's ability to accomplish it, and providing assistance and/or encouragement to team members.	Proactively contributes to the development and enactment of strategies to deal with anticipated issues. Supports a constructive team climate by treating team members respectfully, maintaining a positive attitude about the team and its work, and generally supports/ encourages others.	Contributes to the development and enactment of strategies to resolve issues. Usually supports a constructive team climate by treating team members respectfully and maintaining a positive attitude.	Follows lead of others, generally attempts to support team morale or progress, treats team members respectfully.	Does not contribute to team climate or work of others, engages in negative or non-committal behaviours.
Responds to Conflict	Addresses destructive conflict directly and constructively, sets direction and tone for group, helping to manage/ resolve issues in a way that strengthens overall team cohesiveness and future effectiveness.	Identifies and acknowledges conflict and stays engaged with it in an attempt to resolve issues constructively.	Redirects focus toward common ground, toward task at hand (away from conflict), may disengage or pursue single view on occasion.	Accepts alternate viewpoints/ideas/opinions but may tend to pursue single view and/or disengage.	Reactive, negative response or little engagement.

	Exceptional	Proficient	Developing	Beginning	Non-performance
Contributes to task completion	Completes all assigned tasks by deadline and/or seeks advice from others if delays are anticipated; work is creative, thorough, comprehensive, and significantly advances the project. Proactively helps other team members complete their assigned tasks to a similar level of excellence.	Completes all assigned tasks by deadline; advises others of progress regularly and seeks assistance where necessary; work is thorough, as required, and advances the project.	Completes all assigned tasks by deadline; advises others of progress; work produced advances the project.	Completes all assigned tasks by deadline.	

Adapted from Teamwork VALUE Rubric by maqcos on RCampus (iRubric) <http://www.rcampus.com/rubricshowc.cfm?code=WXW4659&sp=yes>