

TEAMWORK COMPETENCY

Competency Statement: Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.

Operational Definition: Students will demonstrate the essential interpersonal and intrapersonal qualities expected of an individual team member to function as an essential part of a team.

Benchmark: 70% of all artifacts will score a 2 or higher.

Description of Assignments (Artifacts of Student Work): Teamwork artifacts must demonstrate the quality of the teamwork process as well as the end result. Artifacts must also demonstrate evidence of an individual's contribution and interaction within a team. As such, each team member will complete a self-evaluation and complete an evaluation of each group member's performance. Students will also participate in a group project that the instructor evaluates.

The "Team Member Critique Sheet" will be provided to all instructors as the means to assess individual teamwork characteristics. The critique sheet specifically guides students to evaluate the degree to which each group member exhibits team member characteristics. The critique sheet uses a numerical rating system and also requires students to provide a qualitative assessment for each member within a group. The critique sheet can be modified, as needed, to meet an individual instructor's needs (e.g., adding a row that evaluates the degree to which a group member followed proper safety procedures.)

Each group of submitted critique sheets that assess a student will count as a separate artifact. The instructor can also use the form to provide his/her evaluation of the student.

If an instructor removes all names from the critique sheet and uses internal coding measures, the instructor's coding key will need to be given, along with any other requested materials, to the Assessments Coordinator to ensure that the "Evaluated Member" meets the appropriate selection criteria.

Definitions of Concepts

1. **Contribution** – The degree to which each student provides materials or skills that are integral to the group's ability to complete the given assignment. Contribution assesses what the student provides the group in the form of materials, effort, and/or leadership. The evaluation of leadership skills is dependent on the nature of the instructor's assignment as some assignments will contain pre-set or alternating leadership roles.
2. **Cooperation** –The skills and attitudes necessary for successful group interaction and the successful formation of finalized ideas and plans of action in the group environment. Cooperation assesses attitude, information sharing, acknowledgment of a shared purpose, and problem solving techniques.

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3. **Self Management** – The manner in which a group member conducts his/her personal business. Self management assesses a student's work ethic, ability to meet deadlines, ability to prioritize projects, and ability to focus on the task at hand.
4. **Final Product** - The end result of the team project.

Teamwork Rubric*

Point Value	Detailed Description of Point Assessment	Simple Explanation
4	<p>An artifact scoring a <u>4</u> consistently demonstrates the following:</p> <ul style="list-style-type: none"> • Contribution: Contributes work/ideas that are above the quality or quantity of work/ideas required OR takes the initiative to be a good leader by assisting in the delegation of group activities and guiding the group to assure that the end product is complete and of high quality. • Cooperation: Exhibits a positive attitude toward the assigned project, all individually assigned tasks, and all group members. Engages in effective information sharing through the discussion of ideas, active listening, and takes strides to avoid monopolizing the group process. Accepts that all group members have a shared purpose and that alternative viewpoints are just as valid for consideration as one's personal ideas. Actively seeks ways to avoid or solve problematic situations within the group environment. • Self Management: Demonstrates an excellent work ethic by meeting all deadlines, prioritizing personal projects, and fully focusing on all assigned tasks. • Final Product: Product was exemplary and all of the project requirements were met. 	Exemplary
3	<p>An artifact scoring a <u>3</u> demonstrates the following:</p> <ul style="list-style-type: none"> • Contribution: Contributes quality work/ideas that meet the assignment's requirements OR effectively fulfills any assigned leadership role and shows a willingness to assist others. • Cooperation: Exhibits a generally positive attitude toward the project, assigned tasks, and group members. Is interested in discussing ideas and listening to the ideas of others. Does not cause problematic situations within the group environment. • Self Management: Demonstrates a good work ethic by meeting all deadlines, prioritizing personal projects, and generally focusing on all assigned tasks. • Final Product: Product was accomplished and nearly all of the project requirements were met. 	Accomplished
2	<p>An artifact scoring a <u>2</u> demonstrates the following:</p> <ul style="list-style-type: none"> • Contribution: Contributes work/ideas that meet the group's baseline expectations OR completes all assigned tasks, but does not show a willingness to assist others. • Cooperation: Exhibits an acceptable attitude toward the project, assigned tasks, and group members. Offers few ideas or can at times monopolize the sharing of ideas (too little or too much) and may not fully buy into alternative viewpoints. Does not cause 	Competent

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	<p>problematic situations within the group environment.</p> <ul style="list-style-type: none"> • Self Management: Demonstrates a fair work ethic by meeting all final deadlines (group pre-set deadlines for completion may/may not have been met), prioritizing personal projects enough to meet the final deadline, and having enough focus to not distract other group members from the task at hand. • Final Product: Product was developing and an average amount of the project requirements were met. 	
1	<p>An artifact scoring a <u>1</u> demonstrates the following:</p> <ul style="list-style-type: none"> • Contribution: Contributes work/ideas that are of low quality or less quantity than what was expected OR needs constant prodding to complete individual tasks. • Cooperation: Does not always exhibit an acceptable attitude toward the project, assigned tasks, and group members OR does not always effectively engage in information sharing/acknowledging a shared purpose. Causes some problems within the group environment. • Self Management: Demonstrates a deficiency in work ethic by either not meeting a deadline, showing poor prioritization that interrupts the group's ability to complete tasks, OR possesses a lack of focus that is distracting to others. • Final Product: Product was at the beginning level and only some of the project requirements were met. 	Beginning
0	<p>An artifact scoring a <u>0</u> demonstrates the following:</p> <ul style="list-style-type: none"> • Contribution: Did not contribute work/ideas OR complete any assigned tasks. • Cooperation: Exhibits a hostile attitude toward the project, assigned tasks, and group members OR a hostile and/or know-it-all attitude during information sharing. Causes many problems within the group environment. • Self Management: Did not meet any deadlines, hampered the group's ability to complete the overall project, and/or demonstrates no focus. • Final Product: Product was unacceptable and none of the project requirements were met 	Deficient

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TEAM MEMBER CRITIQUE SHEET

Student Name _____ Date: _____

Project Title _____ Course: _____

*Circle a rating for each team member (including yourself) and provide a rating justification for each team member.

Team Member's Name and Rating Justification <small>(Please Print)</small>	Contribution Rating <small>← Low to High →</small>	Cooperation Rating <small>← Low to High →</small>	Self-Management Rating <small>← Low to High →</small>
Your Name:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rating Justification:			
Team Member Name:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rating Justification:			
Team Member Name:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rating Justification:			
Team Member Name:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rating Justification:			
Team Member Name:	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rating Justification:			

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GROUP CHARACTERISTIC KEY – Use Key to Help with Team Member Ratings/Justification			
RATING	CONTRIBUTION	COOPERATION	SELF MANAGEMENT
1- Does Not Meet Any Expectations	Made no contributions to the group's work and decisions OR did not lead or take direction within the group	Not respectful of group members, dominates the project, consistently rejects other group member's ideas, fails to acknowledge the group's shared purpose, and causes problematic situations	Was absent or late for meetings, did not present relevant ideas/materials, did not submit work on time, and/or did not stay on task during group meetings or work sessions
2- Meets Few Expectations	EXHIBITS MIXTURE OF CHARACTERISTICS BETWEEN RATING OF 1 & 3		
3- Meets Expectations	Adequately contributed to the group's work and decisions OR adequately fulfilled the role that the student was assigned within the group project	Respectful of other group members, listens to the ideas of others, acknowledges the group's shared purpose, and did not cause problematic situations	Adequately prepared for meetings, presented some relevant ideas/materials, submitted the work by the absolute deadline, and generally stayed on task during meetings
4- Exceeds Some Expectations	EXHIBITS MIXTURE OF CHARACTERISTICS BETWEEN RATING OF 3 & 5		
5- Exceeds All Expectations	Made contributions that were instrumental to the group's success and planning process OR took the initiative to be a good leader	Respectful of other group members, integrates the ideas of other group members into their own ideas, embraces the group's shared purpose, and sought ways to avoid problematic situations	Always well prepared for meetings, presented good ideas and abundant materials, always met all deadlines, and was always task-oriented during meetings