



## ASSIGNMENT CHECKLIST TEAMWORK

Reflect upon the planned assessment/assignment to be used for CCA and review the **Teamwork** elements expected of students to demonstrate competence as part of the assessment/assignment.

The following are examples of content and constructs related to the core learning objective of **Teamwork** that are expected in the final artifact produced by students:

CONTRIBUTES TO TEAM MEETINGS

- Does the assignment prompt students to articulate the merits of innovative ideas and solutions during team meetings?
- Are students encouraged to offer innovative solutions that are built on the ideas of others?
- Does the assignment allow students to make new suggestions to advance the work?

FACILITATES THE CONTRIBUTIONS OF TEAM MEMBERS

- Does the assignment require students to explore the ideas of others and invite participation from team members?
- Are students prompted to explore the ideas of others?
- Does the assignment encourage students to ask questions to clarify ideas?

INDIVIDUAL CONTRIBUTIONS OUTSIDE OF TEAM MEETINGS

- Does the assignment require students to complete their part with quality, on-time work and integrate it with others?
- Are students prompted to complete assignments with quality, on-time work?
- Does the assignment allow for adequate on-time work completion?

FOSTERS CONSTRUCTIVE TEAM CLIMATE

- Does the assignment prompt students to be respectful and positive, effectively motivating others?
- Are students encouraged to be positive and encourage others?
- Does the assignment require students to be respectful, positive, and engaged?

RESPONDS TO CONFLICT

- Does the assignment prompt students to respond directly and constructively to conflict, strengthening the team?
- Are students required to identify and acknowledge conflict and engage with the team?
- Does the assignment allow students to find common ground for the team to agree on?

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Questions can be directed to the Office of Institutional Assessment, Research, and Planning.

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