Collaboration Rubric
Designed at Cleveland State University

	Capstone 4	Milestones 3	Milestones 2	Benchmark 1
Description of effective teamwork	Articulates an in-depth grasp of the characteristics of an effective team, as indicated through explanation, illustration, and elaboration.	Identifies and elaborates on characteristics of a well-functioning team and/or provides more in-depth explanation of the characteristics of effective teamwork	Identifies characteristics of a well-functioning team and/or can generally explain characteristics of effective teamwork	Can identify some characteristics of a well-functioning team
Facilitates contributions of others	Engages team members in ways that facilitate their contributions to meetings by both constructively building upon or synthesizing the contributions of others as well as noticing when someone is not participating and inviting them to engage.	Engages team members in ways that facilitate their contributions to meetings by constructively building upon or synthesizing the contributions of others.	Engages team members in ways that facilitate their contributions to meetings by restating the views of other team members and/or asking questions for clarification.	Engages team members by taking turns and listening to others without interrupting.
Individual contribution to collaboration	Comprehensively and thoroughly completes all assigned tasks on time, proactively contributes their fair share to collective work, and proactively helps other team members complete their individual tasks to a high level of excellence.	Comprehensively and thoroughly completes all assigned tasks on time and proactively contributes their fair share to collective work.	Completes all assigned tasks on time and proactively contributes to the collective work.	Completes all assigned tasks on time and contributes to the collective work when prompted.
Fostering a constructive team climate	Does all of the following: Treats team members respectfully; conveys a positive attitude about the team and its work; expresses confidence in the team; and provides assistance and/or encouragement.	Does three of the following: Treats team members respectfully; conveys a positive attitude about the team and its work; expresses confidence in the team; and provides assistance and/or encouragement.	Does two of the following: Treats team members respectfully; conveys a positive attitude about the team and its work; expresses confidence in the team; and provides assistance and/or encouragement.	Does one of the following: Treats team members respectfully; conveys a positive attitude about the team and its work; expresses confidence in the team; and provides assistance and/or encouragement.
Giving and receiving feedback	Provides insightful and constructive feedback to team members. Engages deeply with feedback from others, integrating the feedback to better understand their own strengths and weaknesses. Establishes and carries out a plan for improvement.	Provides constructive feedback to team members. Engages meaningfully with feedback from others to better understand their own strengths and weaknesses. Establishes a plan for improvement.	Provides constructive feedback to team members. Engages with feedback from others to better understand their own strengths and weaknesses.	Provides some level of feedback in a respectful tone. Reviews feedback provided with an aim toward personal growth.