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| **Collaborative Work Skills : Informational Pyramid**Student Name:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| CATEGORY  | 4  | 3  | 2  | 1  |
| Quality of Work  | Provides work of the highest quality.  | Provides high quality work.  | Provides work that occasionally needs to be checked/redone by other group members to ensure quality.  | Provides work that usually needs to be checked/redone by others to ensure quality.  |
| Time-management  | Routinely uses time well throughout the project to ensure things get done on time. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.  | Usually uses time well throughout the project, but may have procrastinated on one thing. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.  | Tends to procrastinate, but always gets things done by the deadlines. Group does not have to adjust deadlines or work responsibilities because of this person\'s procrastination.  | Rarely gets things done by the deadlines AND group has to adjust deadlines or work responsibilities because of this person\'s inadequate time management.  |
| Focus on the task  | Consistently stays focused on the task and what needs to be done. Very self-directed.  | Focuses on the task and what needs to be done most of the time. Other group members can count on this person.  | Focuses on the task and what needs to be done some of the time. Other group members must sometimes nag, prod, and remind to keep this person on-task.  | Rarely focuses on the task and what needs to be done. Lets others do the work.  |
| Preparedness  | Brings needed materials to class and is always ready to work.  | Almost always brings needed materials to class and is ready to work.  | Almost always brings needed materials but sometimes needs to settle down and get to work  | Often forgets needed materials or is rarely ready to get to work.  |
| Working with Others  | Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together.  | Usually listens to, shares, with, and supports the efforts of others. Does not cause \"waves\" in the group.  | Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member.  | Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player.  |