 

**Collobrative Work Skills: “TIME CAPSULE: LEAVE A MESSAGE TO THE FUTURE”**

**Teacher’s Name:**

**Student’s Name:**

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| CATEGORY | **4 / Excellent** |  | **3 / Good** |  | **2 / Satisfactory** |  | **1 / Elementary** |  |
| **Overall impression of the project** | I really liked the project very much. |  | I liked the project. |  | The Project was ok. |  | I did not like the project very much. |  |
| **Topic of the  project** | I really liked the topic of the project very much. |  | I liked the topic of the project. |  | The topic of the project was ok. |  | I did not like the topic of the project very much. |  |
| **My contribution: time management** | I routinely used time well throughout the project toensure things get done on time. Group did not    have to adjust deadlines or work responsibilities because of my procrastination. |  | I usually used time well throughout the project, but may have procrastinated  on one thing. Group   did not have to adjust deadlines or work responsibilities because of my procrastination. |  | I tended to procrastinate, but always got things done by the deadlines. Group did not have to adjust deadlines or work responsibilities  because of my procrastination. |  | I rarely got things done by the deadlines AND group had to adjust deadlines or work responsibilities because of my inadequate time management. |  |
| **My contribution: quality of work** | I provided work of the highest quality. |  | I provided high quality work. |  | I provided work that occasionally needed to be checked/redone by other group members to ensure quality. |  | I provided work that usually needed to be checked/redone by others to ensure quality. |  |
| **My contribution: collaboration in my team/ house** | Almost always listened to, shared with, and supported the efforts of others. Tried to keep people working well together. |  | Usually listened to, shared with, and supported the efforts of others. Did not cause "waves" in the  group. |  | Often listened to, shared with, and supported the efforts of others, but sometimes was not a good team member. |  | Rarely listened to, shared with, and supported the efforts of others. Often was not a good team player. |  |
| **My contribution: problem- solving** | Actively looked for  r and suggested solutions to problems. |  | Refined solutions  suggested by others. |  | Did not suggest or refine solutions, but was willing to try out solutions suggested  by others. |  | Did not try to solve  problems or help others solve problems. Let others do the work. |  |

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| **Topics of the    tasks** | I really liked the topics of the tasks very much. |  | I liked the topics of the tasks. |  | The topics of the tasks was ok. |  | I did not like the topics of the tasks very much. |  |
| **My team’s contribution: quality of work** | They provided work of the  highest quality. |  | They provided high quality work. |  | They provided work that occasionally needed  to be checked/redone by other group members to ensure quality. |  | They provided work that usually needed to be checked/redone by others to ensure quality. |  |
| **My team’s contribution: collaboration in  my team** | Almost always listened to, shared with, and supported the efforts of others. Tried to keep people working well together. |  | Usually listened to, shared with, and supported the efforts of others. Did not cause "waves" in the group. |  | Often listened to, shared with, and supported the efforts of others, but sometimes were not good team members. |  | Rarely listened to, shared with, and supported the efforts of others. Often were not good team players. |  |
| **My team’s contribution: time management** | The team routinely used time well throughout the project to ensure things get done on time. Group did not    have to adjust deadlines or work responsibilities because of someone’s procrastination. |  | The team usually used time well throughout the project, but may have procrastinated  on one thing. Group   did not have to adjust deadlines or work responsibilities  because of someone’s procrastination. |  | The team tended to procrastinate, but always got things done by the deadlines. Group did not have to adjust deadlines or work responsibilities  because of someone’s procrastination. |  | The team rarely got things done by the deadlines AND group had to adjust deadlines or work responsibilities because of someone’s inadequate  time management. |  |
| **My team’s contribution: problem- solving** | Actively looked for and suggested solutions to problems. |  | Refined solutions suggested by individuals. |  | Did not suggest or refine solutions, but was willing to try out solutions suggested  by me. |  | Did not try to solve  problems or help others solve problems. Let me do the work. |  |

**What did you like most about the project?**

**What could be improved for the future projects?**