 

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

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**Student’s Name: Süeda Taylal**

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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 doneon time. Group did not    have to adjust deadlines orwork responsibilitiesbecause of myprocrastination. | + | I usually used timewell throughout the project, but mayhave procrastinated  on one thing. Group   did not have toadjust deadlines or work responsibilitiesbecause of myprocrastination. | ☐ | I tended to procrastinate, butalways got things done by the deadlines.Group did not have to adjust deadlines orwork responsibilities because of my procrastination. | ☐ | I rarely got things done by the deadlines AND group had to adjustdeadlines or work responsibilitiesbecause of my inadequate timemanagement. | ☐ |
| **My contribution:quality of work** | I provided work of the  highest quality. | + | I provided high quality work. | ☐ | I provided work thatoccasionally 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, andsupported the efforts of others. Tried to keep people working well together. | + | Usually listened to,shared with, andsupported the efforts of others. Did notcause "waves" in the group. | ☐ | Often listened to,shared with, andsupported the efforts of others, but sometimes was not a good team member. | ☐ | Rarely listened to,shared with, andsupported the efforts of others. Often was not a good team player. | ☐ |
| **My contribution: problem- solving** | Actively looked for  rand suggestedsolutions to problems. | + | Refined solutions  suggested by others. | ☐ | Did not suggest or refine solutions, butwas willing to try out solutions suggested  by others. | ☐ | Did not try to solve  problems orhelp others solve problems. Letothers 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 taskswas ok. | ☐ | I did not like the topics of the tasksvery much. | ☐ |
| **My team’s contribution: quality of work** | They provided work of the  highest quality. | + | They provided high quality work. | ☐ | They provided work thatoccasionally needed  to be checked/redone by other group members to ensure quality. | ☐ | They provided work thatusually needed to be checked/redone by others to ensure quality. | ☐ |
| **My team’s contribution:collaboration in my team** | Almost always listened to, shared with, andsupported the efforts of others. Tried to keep people working well together. | + | Usually listened to, shared with, andsupported the efforts of others. Did not cause "waves" in the group. | ☐ | Often listened to,shared with, andsupported the efforts of others, but sometimes were not good teammembers. | ☐ | Rarely listened to,shared with, andsupported the efforts of others. Often werenot good team players. | ☐ |
| **My team’s contribution: time management** | The team routinely used time well throughout the project to ensure things get doneon time. Group did not    have to adjust deadlines orwork responsibilitiesbecause of someone’sprocrastination. | + | The team usually used timewell throughout theproject, but may have procrastinated  onone thing. Group   did not have to adjustdeadlines 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 thingsdone by the deadlinesAND group had to adjust deadlines orwork responsibilities because ofsomeone’s inadequate  timemanagement. | ☐ |
| **My team’scontribution: problem- solving** | Actively looked for and suggested solutions to problems. | + | Refined solutionssuggested by individuals. | ☐ | Did not suggest or refine solutions, butwas willing to try outsolutions suggested  by me. | ☐ | Did not try to solve  problems orhelp others solve problems. Let me do the work. | ☐ |

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

* **I enjoyed meeting new people and communicating with the future.**

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

* **More calls can be arranged.**