 

**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. |  [x]   | 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. |    [x]  | 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. |     [x]  | 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. |   [x]  | 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. |   [x]  | 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. |    [x]  | 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. |    [x]  | 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. |     [x]  | 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. |    [x]  | 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. |      [x]  | 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.  |     [x]  | 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?**

**I liked writing letters and all the projects that we have had. I really enjoyed it and it was a great experience and I wish we would’ve had more projects and assignments like these. I find the idea of this whole project really interesting and innovative and I think that there should be more projects and events like these. the staff was also kind and they helped us and provided us with enough information. My teammates were doing great and we all have had fun.**

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

**I wish we would’ve had more projects and fun tasks because this was really entertaining. Maybe I would aim to include more people, because the more the merrier. Best regards**