

	1	2	3	4	Your Score
Organization and time management	Always postpones work until deadline. Has no organization for files or notebooks.	Begins work early when required to do so, but usually postpones. May lose work overnight.	Will begin work early in process, but tends to increase effort toward deadline. Has adequate file system.	Begins immediately. Connects work to assignment not to deadline. Has organized file systems.	
Skill development for task	Assumes others will learn skill. Makes no effort to acquire expertise in skill.	Satisfied with general understanding of skill, but will not go for competence.	Will learn skill when it is necessary. Usually minimum competence to complete task.	Readily learns new skills as a matter of course. Seeks to extend the skill.	
Quality of Questions	Rarely asks questions. Or most queries are "What do I do next?" or "What do I have to do or know."	Asks questions about deadlines, procedures, directions or for help with little specificity. Few or no proposals of ideas or actions.	Often has specific queries, but they may need amplification. Proposals of ideas or actions are more tentative sometimes off-base.	Most or all queries are specific or take the form of "right on" proposals of ideas or courses of action. "Gets" quick answers.	
Planning	Has no plan, notion of the magnitude of the work. Is always late or scrambling to complete. Often a "no show" for group work session.	Plan dominated by an early postponement and deadline related push. May be "no show" at start of task. Rarely meets intermediate deadlines.	Makes plan, but does not always follow it. May need help allotting time. May miss intermediate deadlines; work may pile up toward end of allotted time.	Conceptualizes task and plans execution as a rational, sequenced process. Almost always meets the set intermediate deadlines , overcomes problems.	
Intellectual contribution	Has little or no grasp of context. Sees task as isolated with no connection to past or future ideas.	Aware of overall context, but makes no connections on own. Can recite connections of others but rarely can support them.	Usually understands overall context of task and asks questions about context. Makes connections on own and "gets" those others make.	Understands overall context of the task. Contributes ideas and proposals. Extends connections to ideas past and future.	
Effort	Actively avoids jobs when possible. Complains about others. Has large set of excuses.	Reluctantly does jobs when asked. Seeks easiest duties in group. Sometimes works to completion.	Willingly takes on jobs when asked. Works to completion. Will work long hours when required.	Volunteers for jobs no matter how difficult Always works to completion. Willing to work long hours.	
Engagement	Waits for direction. Knows little of what is going on or objectives. Cannot describe where group is in process.	Seeks direction, but does not initiate action. Objectives seen as poorly defined external requirements. May know where group is.	Sometimes initiates action and always works well with direction. Generally knows the specific objectives and where group is.	Enthusiastically initiates action. Personalizes the task and takes ownership of the objectives. Always knows where group is.	