



Other Work Skills Assessment Rubric

Course No.: CHEN4470 Process Design Practice Date: _____

Team/Student: _____ Reviewer: _____

Topic (Weight)	Unacceptable (0)	Marginal (1)	Acceptable (2)	Exceptional (3)	Points
Need for Life-Long Learning (1)	<p>← Little or no awareness and/or use of external sources of information.</p> <p>Little or no initiative to explore new learning opportunities. Unwilling to take risks by undertaking challenging or unfamiliar assignments, e.g. no initiative to learn new software.</p>	<p>← Some evidence of efforts to locate and use external resources.</p> <p>Some willingness to participate in learning activities and take risks. Some ability to use library/internet sources and e.g. new software packages.</p>	<p>← Reasonable awareness and use of external resources.</p> <p>Reasonable willingness to participate in learning activities and take risks. Adequate ability to locate and use library and Internet resources. Shows reasonable attempt to, e.g. learn new software packages.</p>	<p>← Fully aware of external sources of material. Effective use of supplementary resources.</p> <p>Actively seeks learning opportunities (reading, self-study, extra-curricular activities). Excellent ability to locate and use library and Internet resources. Seeks opportunities to learn new material, e.g. software packages.</p>	
Teamwork (1)	<p>← Little or no distribution of work efforts and responsibilities.</p> <p>Little or no ability to work together in a professional and productive manner adversely affecting end result.</p>	<p>← Minimal organization and planning with limited contributions of most team members.</p> <p>Significant deficiencies in leadership, cooperation and/or interaction. End result may suffer to some degree.</p>	<p>← Adequate organization and planning with contributions from all members of the team.</p> <p>Some leadership, planning and interaction is evident.</p>	<p>← Great organization and planning with full participation and technical contributions from all members.</p> <p>Utilizes technical strengths of each team member to full advantage leading to productive interaction.</p>	
OVERALL PERFORMANCE	← Unacceptable	← Marginal	← Acceptable	← Exceptional	TOTAL
POINTS REQUIRED	0-1	2-3	4-5	6	