Teamwork Learning Outcome: Palo Alto College Students consider different points of view and work effectively with others to support a shared purpose or goal.

Definition of Teamwork Activity: An activity is a teamwork activity when faculty ask two or more students to work together to complete a common task.

Criteria	Highly Competent (4)	Mostly Competent (3)	Needs Improvement (2)	Not Proficient (1)
1. The student makes a quality contribution to the team activity.	• Team member was instrumental in helping team accomplish its goals. • Group and team member performed beyond expectations. • Team member was the leader and completed all assigned tasks by deadline; work accomplished was thorough, comprehensive and advanced the project. • Team member proactively helped other team members complete their assigned tasks to a similar level of excellence.	• Team member helped the team accomplish its goals. • Group and team member met expectations. • Team member completed all assigned tasks by the deadline; work accomplished was thorough, comprehensive and advanced the project assigned to him/her.	• Team member did not help the team accomplish its team goals. • Group or the team member did not meet expectations of the group assignment. • Team member completed some of the assigned tasks by the deadline; work could have been more thorough.	• Team member did not participate in the assigned group activities.
2. The student treats fellow team members courteously with respect.	• Team member treated fellow team members courteously with respect and honored all view points of fellow team members. • Team member promoted harmony or managed conflict effectively within the group.	• Team member treated fellow team members courteously with respect and honored all viewpoints of fellow team members.	• Team member at times did not treat all fellow team members courteously with respect but acknowledged and apologized for his/her actions.	• Team member was disrespectful to other team members and made no attempt to apologize for his/her actions.
3. The student models personal attributes that contribute to teamwork.	Team member was fully engaged in the work of the team. For example: • Attended all team meetings and arrived on time to meetings. • Was prepared having researched the assigned topic or task. • Coordinated or led several team meetings. • Was enthusiastic for team project and inspired other members of team. • Initiated insightful discussion for peers to emulate. • May have completed extra work that other group members were assigned.	Team member was engaged in the work of the team. For example: • Attended all team meetings and arrived on time for most of the meetings. • Was somewhat prepared prior to group meetings. • Was enthusiastic about working on the team project.	Team member was not engaged in the work of the team. For example: • Missed one or more team meetings, but did provide prior notice. • Was not prepared with material prior to attending team meetings. • Did participate during team meetings but did not show enthusiasm.	Team member was disruptive to the work of the team. For example: • Missed several team meetings without providing prior notice. • Lack of interest in the team project resulted in disruptive behavior.