**TEAMWORK COMPETENCY**

**Competency Statement:** Students will demonstrate the ability to work effectively with others to support a shared purpose or goal and consider different points of view.

**Operational Definition:** Upon completion of 30 hours in a degree plan at Amarillo College, students will demonstrate the essential interpersonal and intrapersonal qualities expected of an individual team member to function as an essential part of a team.

**Benchmark:** 70% of all artifacts will score a 3 or higher.

**Description of Assignments (Artifacts of Student Work):** Teamwork artifacts must demonstrate the quality of the teamwork process rather than the end result. Artifacts must also demonstrate evidence of an individual’s contribution and interaction within a team. As such, a team member will complete a self evaluation and also complete an evaluation of each group member’s performance.

The Amarillo College “Team Member Critique Sheet” will be provided to all instructors as the means to assess individual teamwork characteristics. The critique sheet specificallyguides students to evaluate the degree to which each group member exhibits team member characteristics. The critique sheet uses a numerical rating system and also requires students to provide a qualitative assessment for each member within a group. The critique sheet can be modified, as needed, to meet an individual instructor’s needs (e.g. adding a row that evaluates the degree to which a group member followed proper safety procedures.)

Each group of submitted critique sheets that assess a student who meets the AC operational definition criteria will count as a separate artifact. The instructor can use the form to provide his/her evaluation of the student, but critique sheets that are submitted as artifacts should only be those completed from a student’s perspective.

If an instructor removes all names from the critique sheet and uses internal coding measures, the instructor’s coding key will need to be given, along with any other requested materials, to the Assessments Coordinator to ensure that the “Evaluated Member” meets the appropriate selection criteria.

**Definitions of Concepts**

1. **Contribution** – The degree to which each student provides materials or skills that are integral to the group’s ability to complete the given assignment. Contribution assesses what the student provides the group in the form of materials, effort, and/or leadership. The evaluation of leadership skills is dependent on the nature of the instructor’s assignment as some assignments will contain pre-set or alternating leadership roles.
2. **Cooperation** –The skills and attitudes necessary for successful group interaction and the successful formation of finalized ideas and plans of action in the group environment. Cooperation assesses attitude, information sharing, acknowledgment of a shared purpose, and problem solving techniques.
3. **Self Management** –The manner in which a group member conducts his/her personal business. Self management assesses a student’s work ethic, ability to meet deadlines, ability to prioritize projects, and ability to focus on the task at hand.

**Teamwork Rubric\***

|  |  |  |
| --- | --- | --- |
| **Point Value** | **Detailed Description of Point Assessment** | **Simple Explanation** |
| 5 | An artifact scoring a 5 consistently demonstrates the following:* **Contribution:** Contributes work/ideas that are above the quality or quantity of work/ideas required OR takes the initiative to be a good leader by assisting in the delegation of group activities and guiding the group to assure that the end product is complete and of high quality.
* **Cooperation:** Exhibits a positive attitude toward the assigned project, all individually assigned tasks, and all group members. Engages in effective information sharing through the discussion of ideas, active listening, and takes strides to avoid monopolizing the group process. Accepts that all group members have a shared purpose and that alternative viewpoints are just as valid for consideration as one’s personal ideas. Actively seeks ways to avoid or solve problematic situations within the group environment.
* **Self Management:** Demonstrates an excellent work ethic by meeting all deadlines, prioritizing personal projects, and fully focusing on all assigned tasks.
 | excellent |
| 4 | An artifact scoring a 4 demonstrates the following:* **Contribution:** Contributes quality work/ideas that meet the assignment’s requirements OR effectively fulfills any assigned leadership role and shows a willingness to assist others.
* **Cooperation:** Exhibits a generally positive attitude toward the project, assigned tasks, and group members. Is interested in discussing ideas and listening to the ideas of others. Does not cause problematic situations within the group environment.
* **Self Management:** Demonstrates a good work ethic by meeting all deadlines, prioritizing personal projects, and generally focusing on all assigned tasks.
 | good |
| 3 | An artifact scoring a 3 demonstrates the following:* **Contribution:** Contributes work/ideas that meet the group’s baseline expectations OR completes all assigned tasks, but does not show a willingness to assist others.
* **Cooperation:** Exhibits an acceptable attitude toward the project, assigned tasks, and group members. Offers few ideas or can at times monopolize the sharing of ideas (too little or too much) and may not fully buy into alternative viewpoints. Does not cause problematic situations within the group environment.
* **Self Management:** Demonstrates a fair work ethic by meeting all final deadlines (group pre-set deadlines for completion may/may not have been met), prioritizing personal projects enough to meet the final deadline, and having enough focus to not distract other group members from the task at hand.
 | competent |
| 2 | An artifact scoring a 2 demonstrates the following:* **Contribution:** Contributes work/ideas that are of low quality or less quantity than what was expected OR needs constant prodding to complete individual tasks.
* **Cooperation:** Does not always exhibit an acceptable attitude toward the project, assigned tasks, and group members OR does not always effectively engage in information sharing/acknowledging a shared purpose. Causes come problems within the group environment.
* **Self Management:** Demonstrates a deficiency in work ethic by either not meeting a deadline, showing poor prioritization that interrupts the group’s ability to complete tasks, OR possesses a lack of focus that is distracting to others.
 | marginal |
| 1 | An artifact scoring a 1 demonstrates the following:* **Contribution:** Did not contribute work/ideas OR complete any assigned tasks.
* **Cooperation:** Exhibits a hostile attitude toward the project, assigned tasks, and group members OR a hostile and/or know-it-all attitude during information sharing. Causes many problems within the group environment.
* **Self Management:** Did not meet any deadlines, hampered the group’s ability to complete the overall project, and/or demonstrates no focus.
 | poor |

**\*This rubric was derived from the Teamwork** [**LEAP Value Rubric.**](http://www.aacu.org/value/rubrics/index_p.cfm?CFID=37758558&CFTOKEN=93634622)