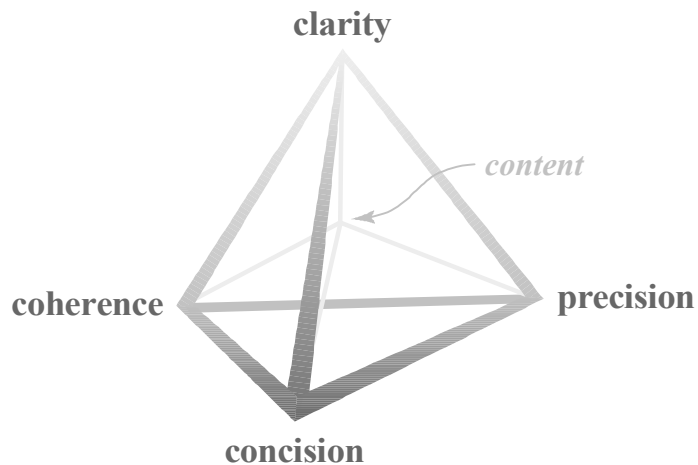


<b>TEAMWORK</b>	<b>Excellent ④</b>	<b>Good ③</b>	<b>Unsatisfactory ①</b>
<b>Contribution</b>	<p>Does more or higher-quality work than expected.</p> <p>Keeps the team organized. Has their assignments completed early.</p> <p>Helps teammates who are having difficulty completing their work.</p>	<p>Completes a fair share of the team's work with acceptable quality.</p> <p>Keeps commitments and completes assignments on time.</p> <p>Helps teammates who are having difficulty when it is easy or important.</p>	<p>Does not do a fair share of the team's work.</p> <p>Delivers sloppy or incomplete work.</p> <p>Misses deadlines. Is late, unprepared, or absent from team meetings.</p> <p>Does not assist teammates. Quits if the work becomes difficult.</p>
<b>Expectations</b>	<p>Motivates the team to do excellent work.</p> <p>Is enthusiastic about the project.</p> <p>Wants the team to do outstanding work, even if there is no additional reward.</p> <p>Believes that the team can do excellent work.</p>	<p>Encourages the team to do good work that meets all requirements.</p> <p>Wants the team to perform well enough to earn all available rewards.</p> <p>Believes that the team can meet all of its responsibilities.</p>	<p>Satisfied, even if the team does not meet assigned standards.</p> <p>Wants the team to avoid work, even if it hurts the team.</p> <p>Doubts that the team can meet its requirements.</p>
<b>Knowledge and skills</b>	<p>Demonstrates the knowledge, skills, and abilities to do excellent work.</p> <p>Acquires new knowledge or skills to improve team performance.</p> <p>Performs the role of any team member if necessary.</p>	<p>Demonstrates sufficient knowledge, skills, and abilities to contribute to the team's work.</p> <p>Acquires knowledge or skills as needed to meet requirements.</p> <p>Can perform some of the tasks normally done by other teammates.</p>	<p>Missing basic qualifications needed to be a member of the team.</p> <p>Unable or unwilling to develop knowledge and skills to contribute to the team.</p> <p>Unable to perform any of the duties of other team members.</p>
<b>Relationships</b>	<p>Interested in teammates' ideas and contributions.</p> <p>Makes sure teammates stay informed and understand each other.</p> <p>Asks teammates for feedback and uses their suggestions to improve.</p>	<p>Listens to teammates and respects their contributions.</p> <p>Communicates clearly. Shares information with teammates.</p> <p>Respects and responds to feedback from teammates.</p>	<p>Interrupts, ignores, or ridicules teammates.</p> <p>Takes actions that affect teammates without their input. Does not share information.</p> <p>Is defensive. Will not accept help or advice from teammates.</p>
<b>Team focus</b>	<p>Monitors team dynamics and team progress.</p> <p>Ensures the team is progressing at a reasonable pace.</p> <p>Gives teammates specific, timely, and constructive feedback.</p>	<p>Notifies changes in dynamics that affect team progress.</p> <p>Knows what teammates should be doing and identifies problems.</p> <p>Alerts the team to possible problems that may affect the team success.</p>	<p>Is unaware of team progress.</p> <p>Does not pay attention to the progress of their teammates.</p> <p>Avoids discussing obvious team problems.</p>

adapted from a rubric by Dr. Matthew Ohland, et al.,  
Engineering, Purdue University

# *Communicating Science*

an introductory guide for conveying scientific  
information to academic and public audiences



Roy Jensen

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