

# Rubric for Grading Time Management

## Group and Individual Work



<b>Criteria</b>	<b>Performance Levels</b>				<b>Student</b>	<b>Teacher</b>
	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>		
<b>Participation</b>	Student participates fully and is always on task in class.	Student participates most of the time and is on task most of the time.	Student participates but wastes time regularly or is rarely on task.	Student does not participate, or the student wastes time or works on unrelated material.		
<b>Leadership</b>	Student assumes a leadership role regularly and handles it well. Student helps to keep the group on topic.	Student shows leadership on more than one occasion.	Student led on one occasion or attempted to dominate group.	Student shows no evidence of leadership.		
<b>Listening</b>	Student listens to others and obviously pays attention to what they have to say.	Student listens most of the time.	Student listens some of the time and seldom interrupts.	Student never listens to others or interrupts often.		
<b>Feedback</b>	Student supplies constructive feedback most of the time.	Student supplies constructive feedback often.	Student supplies constructive feedback occasionally.	Student supplies no feedback or supplies destructive comments.		
<b>Cooperation</b>	Student works well with the group, and the group shares the workload equally.	Student works well with the group most of the time, and the group shares the workload equally most of the time.	Student works well with the group some of the time, but the group does not share the workload equally.	Student does not work well with the group, and the group does not share the workload.		
<b>Time Management</b>	All parts of the assignment are completed and turned in on time.	Most parts of the assignment are completed and turned in on time.	Some parts of the assignment are completed and turned in on time.	No parts of the assignment are completed on time.		

<b>Work Habits</b>	Student is always on task, never needs reminders to do the work, and encourages others to stay on task.	Student is usually on task and seldom needs reminders to work on the assignment.	Student is sometimes on task and may have to be reminded to work on the assignment.	Student is never on task and constantly has to be reminded to work on the assignment.		
--------------------	---------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	--	--