Grading Rubrics

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# **Individual Assignments**

## Personality Profile – Individual Assignment

All students will complete a personality assessment during class on the first night of class. Students will be required to provide the results of their personality assessment to the professor. This activity will be assessed in class.

**Assignment Instructions:**

1. Navigate to <https://www.16personalities.com/free-personality-test> and take the personality assessment. Be sure to answer all questions as accurately as possible after reading the assessment’s instructions.
2. Upon completion of the questionnaire, you will be provided with assessment results. Inform your instructor of your personality type (i.e. ESFJ-A).
3. Click the “Email Results” button and complete the form to receive your results by email and create your free 16Personalities account. Be sure to return to the site later to review the synopsis of your personality assessment results – these details can help you learn how to function better with other personality types.

**Grading Criteria:**

Student completed assessment and provided results to professor 100 points

## Diversity Summary – Individual Assignment

Each student will reflect on the in-class diversity discussion and their own experiences to evaluate the importance of diversity. Students will then conduct addition research and analyze the role of diversity in high performance work teams.

**Assignment Instructions:**

1. Conduct research using the MCC Library (in-person or online) to identify one relevant academic source pertaining to the importance of diversity in high performance work teams.
2. Write an essay that summarizes the importance of diversity in high performance work teams. Your essay should meet the following requirements:
	1. Sources cited and referenced appropriately in APA format
	2. Minimum 500 words in length
	3. Cover page and essay formatted correctly (double-spaced, Times New Roman font, 12-point font size, cover page contains all appropriate information)
	4. Contains introduction, multiple body paragraphs, and conclusion
	5. Demonstrates critical thinking
	6. TurnItIn score no higher than 20
	7. Free of grammar, spelling, punctuation and other errors
3. Submit your essay into the appropriate assignment dropbox in Brightspace.

**Grading Criteria:**

Essay adequately addresses assigned topic 50 points

Essay is formatted correctly and free from errors 40 points

Essay cites and references one relevant academic source 10 points

## Group Dynamics Summary – Individual Assignment

Each student will reflect on the in-class discussions and their own experiences to evaluate the relationship between various group dynamics and team success. Students will then conduct additional research and analyze group dynamics in high performance work teams.

**Assignment Instructions:**

1. Conduct research using the MCC Library (in-person or online) to identify one relevant article pertaining to group dynamics in high performance work teams. A relevant article is one that is academic in nature and was written within the last five (5) years.
2. Write an essay that summarizes the article. Your essay should meet the following requirements:
	1. Answers the following questions:
		1. Why did you choose this article?
		2. What does the article state about group dynamics in high performance work teams?
		3. How can you apply this newly found knowledge to ensure the success of your functional and cross-functional teams?
	2. Minimum 1000 words in length
	3. Cover page and essay formatted correctly (double-spaced, Times New Roman font, 12-point font size, cover page contains all appropriate information, references page with correctly formatted sources)
	4. Sources cited and referenced appropriately in APA format
	5. Contains introduction, multiple body paragraphs, and conclusion
	6. Demonstrates critical thinking
	7. TurnItIn score no higher than 20
	8. Free of grammar, spelling, punctuation and other errors
3. Submit your essay into the appropriate assignment dropbox in Brightspace.

**Grading Criteria:**

Essay adequately addresses assigned topic 50 points

Essay is formatted correctly and free from errors 40 points

Essay cites and references one relevant academic source 10 points

## Reflective Final Exam – Individual Assignment

Each student will reflect on their experiences in the course and respond to a series of questions. This information obtained by the professor from this assignment will be used to help design the next section of the course.

**Assignment Instructions:**

1. In a Microsoft Word Document answer the following questions. Be very specific in your answers, as the more detail you provide, the better it will be for use in revising the course. Write the question and provide your answer on the line below each question.
	1. What did you like most about the course? Why?
	2. What did you like least about the course? Why? How would you improve these areas?
	3. What did you think about the overall structure of the course?
	4. What did you think about the cross-functional team responsibilities?
	5. Do you feel that the knowledge, skills, and abilities gained in this course will help you professionally? How?
	6. Do you feel that the knowledge, skills, and abilities gained in this course will help you academically? How?
	7. Is there any other information that you would like to provide?
2. Submit your essay into the appropriate assignment dropbox in Brightspace.

**Grading Criteria:**

Completely and thoroughly answered the required questions 70 points

Responses are provided in complete and grammatically correct sentences 30 points

# **Assignments for All Teams (Functional/Cross-Functional)**

## Team Operating Agreement – All Teams

Each team, both functional and cross-functional, will develop a team operating agreement that is mutually agreed upon by all members of the team. The team operating agreement will serve as the “guidebook” for how the team will fulfill its duties and ensure the success of the team, and consequently, each of its members.

**Assignment Instructions:**

1. Working with your team, develop a team operating agreement that addresses the following criteria:
	1. List of team members with preferred and secondary contact methods
	2. List of team roles and the person assigned to the role
	3. Team Values
	4. Responsibilities of each team member for each task with deadlines
	5. Team interaction guidelines and methodology for making decisions and resolving conflict
2. There are thousands of different team operating agreements available as an example online. Research the format that your team likes best and modify it accordingly to ensure it meets all requirements listed above. Your final team operating agreement should be printed and signed by each member, then included in your team’s turnover binder.
3. Submit your team operating agreement in Brightspace in Microsoft Word format. Ensure that the final, signed agreement is placed in your team’s turnover binder.

**Grading Criteria:**

Team operating agreement adequately addresses all required topics 70 points

Agreement is formatted in a professional manner and is free from 30 points
spelling/grammar errors

## Meeting Minutes – All Teams

Each team, both functional and cross-functional, will create minutes for each meeting conducted. The minutes will provide a record of student efforts throughout the class and give a history of the teams successes and challenges throughout the semester.

**Assignment Instructions:**

1. Working with your team, record minutes each time the team meets. Minutes are typically recorded by the team’s minute-taker or secretary, should one be elected or assigned. Meeting minutes should document the following, at a minimum:
	1. List of members and guests present at the meeting
	2. Date, time, and location of the meeting
	3. Agenda items addressed during the meeting
	4. Calendar of upcoming events or due dates
	5. Actions or tasks to be completed before the next meeting and who will be responsible for completing each of the tasks
	6. Main points of discussion
	7. Decisions made by the participants
	8. Future decisions to be made and items for the next meeting’s agenda
	9. Copy of any documents, images, or files that were shared during the meeting
2. There are thousands of publically available meeting minutes that can serve as a sample online. Research the format that your team likes best and modify it accordingly to ensure it meets all requirements listed above. Your team’s meeting minutes should be printed and signed by the team leader once approved after the meeting, then included in your team’s turnover binder.
3. Submit your meeting minutes in Brightspace in Microsoft Word format. Ensure that the final, signed minutes are placed in your team’s turnover binder.

**Grading Criteria:**

Meeting minutes adequately address all required topics 70 points

Minutes are formatted in a professional manner and are free from 30 points
spelling/grammar errors

## Mid-Term Evaluation – All Teams

Each team, both functional and cross-functional, will evaluate the participation and performance of the individual team members halfway through the semester. Additionally, each functional team will evaluate the cross-functional teams and each cross-functional team will evaluate the functional teams based on the interdependencies of the two team types. Each student will be required to complete an evaluation form and submit it into Brightspace for each team they participate in.

**Assignment Instructions:**

1. Individually, reflect upon your experiences working with those in your group and your experiences in working toward the completion of course activities assigned to your cross-functional team.
2. Download the Mid-Term Evaluation Form in Brightspace, and provide an evaluation for each metric listed. For each evaluation metric, you must provide a detailed and HONEST justification pertaining to why you rated the individual or group the way that you did. Your justifications should be written in detail with complete sentences, proper grammar, and appropriate punctuation.
3. Submit your evaluation in Brightspace in Microsoft Word format.

**Grading Criteria:**

Two grades will be generated from this evaluation. The functional and cross-functional TOI grade will be based on an average of your team’s rating and justifications that directly pertain to you. As such, your participation and contributions to your team will be VERY important to your grade. The professor reserves the right to adjust the average grade in order to maintain the integrity of the team evaluation approach.

The functional and cross-functional TOT grade will be determined in a similar manner, although the metrics used will be those focused solely on the interactions between the functional and cross-functional teams. Again, the professor reserves the right to adjust the average grade in order to maintain the integrity of the team evaluation approach.

## End-of-Semester Evaluation – All Teams

Each team, both functional and cross-functional, will evaluate the participation and performance of the individual team members at the end of the semester. Additionally, each functional team will evaluate the cross-functional teams and each cross-functional team will evaluate the functional teams based on the interdependencies of the two team types. Each student will be required to complete an evaluation form and submit it into Brightspace for each team they participate in.

**Assignment Instructions:**

1. Individually, reflect upon your experiences working with those in your group and your experiences in working toward the completion of course activities assigned to your cross-functional team.
2. Download the End-of-Semester Evaluation Form in Brightspace, and provide an evaluation for each metric listed. For each evaluation metric, you must provide a detailed and HONEST justification pertaining to why you rated the individual or group the way that you did. Your justifications should be written in detail with complete sentences, proper grammar, and appropriate punctuation.
3. Submit your evaluation in Brightspace in Microsoft Word format.

**Grading Criteria:**

Two grades will be generated from this evaluation. The functional and cross-functional TOI grade will be based on an average of your team’s rating and justifications that directly pertain to you. As such, your participation and contributions to your team will be VERY important to your grade. The professor reserves the right to adjust the average grade in order to maintain the integrity of the team evaluation approach.

The functional and cross-functional TOT grade will be determined in a similar manner, although the metrics used will be those focused solely on the interactions between the functional and cross-functional teams. Again, the professor reserves the right to adjust the average grade in order to maintain the integrity of the team evaluation approach.

## Turnover Binder – All Teams

Each team, both functional and cross-functional, will maintain a team turnover binder throughout the semester. The turnover binder is intended to serve as a record for all team activities, efforts, and deliverables. Traditionally, turnover binders are used to transfer ownership and history of the team to oncoming team members and to serve as historical evidence of the successes and failures of the team. Typically, the team secretary maintains the turnover binder unless otherwise delegated.

**Assignment Instructions:**

1. Maintain a detailed and professionally organized team turnover binder. The binder should use tab dividers and some form of a reference page to ensure that finding information in the binder is easy for team members and others who may need to access the information contained within the binder. The binder should contain, at a minimum:
	1. Cover page noting the team name and list of members
	2. Table of contents identifying the general content of the binder and location of that content
	3. Index dividers separating information and documents, as appropriate
	4. Final, signed team operating agreement
	5. All meeting agendas, followed by the signed and approved copy of the meeting minutes
	6. Record of information/deliverables provided to other teams with copies of any associated documentation
	7. Other information deemed important by the team
2. Submit your turnover binder to the instructor during class on the assigned date.

**Grading Criteria:**

Binder is neat and organized 40 points

Binder contains Team Operating Agreement and all meeting agendas/minutes 60 points

# **Food Cross-Functional Team Assignments**

## Food Survey – Food CF Team

The Food CF Team will be responsible for providing a meal at the beginning of each class meeting, as denoted on the course schedule. In order to provide meals, the team must understand that each individual in the course may have specific food preferences, dietary restrictions, sensitivities, and/or allergies to certain foods. As such, the team must work with the class to determine what meals should consist of and what budget will be necessary.

**Assignment Instructions:**

1. The team will lead a class discussion to determine food allergies, food sensitivities, preferences, and dietary restrictions. The team may choose to use a simple survey form to gather information.
2. Through effective negotiation and problem solving, the team must establish a list of food and beverages that will be acceptable to all members of the class. In certain circumstances, individual students may choose to bring their own meals (if agreed upon by the professor) and the team will need to adjust their total course budget accordingly.
3. This activity will be graded in-class and, therefore, has no deliverable that must be submitted to the professor.

**Grading Criteria:**

Team effectively and efficiently determines agreeable meal plans 100 points

## Initial Food Budget – Food CF Team

The Food CF Team will be responsible for maintaining a budget and record of expenditures for monies collected during the class. Initially, the team will need to determine how much money must be collected from each student, how much money should be allocated to each category, and who will be responsible for maintaining the funds. A treasurer is recommended for this task, but should involve all team members in the discussions and resulting decisions.

**Assignment Instructions:**

1. The team will develop an initial course budget to provide meals, activities, and supplies for the duration of the class based on previous discussion in the course. The initial budget should address the following:
	1. How much money should be collected from each student
	2. How the collection of money will be tracked
	3. Expected expenditure of funds by category (food, beverages, supplies, activities)
2. The team will develop a ledger to be used to track expenses throughout the course. This can be as simple as a checkbook register or more complex to better track the use of monies in the course. Any use of funds MUST be recorded in the ledger and a receipt maintained in the team records. At the end of the semester, the Food CF team will be responsible for any discrepancy in records and remaining funds.
3. Submit the initial budget and ledger in Brightspace and maintain a copy in the team binder

**Grading Criteria:**

Initial budget and ledger address all stated requirements 80 points

Initial budget and ledger are well organized and professional in appearance 20 points

## Final Food Budget – Food CF Team

The Food CF Team will be responsible for maintaining a budget and record of expenditures for monies collected during the class. The final budget should indicate the initially planned budget and the actual budget after semester expenditures have been made. A treasurer is recommended for this task, but should involve all team members in the discussions and resulting decisions.

**Assignment Instructions:**

1. The team will maintain a course budget to provide meals, activities, and supplies for the duration of the class based on previous discussion in the course. The final budget should address the following:
	1. The total amount of money collected from each student and the total working budget
	2. The dates in which money was received from the student
	3. The remaining balances of each category in the budget in comparison to the initially planned amount
2. The team will maintain a ledger to be used to track expenses throughout the course. This can be as simple as a checkbook register or more complex to better track the use of monies in the course. Any use of funds MUST be recorded in the ledger and a receipt maintained in the team records. At the end of the semester, the Food CF team will be responsible for any discrepancy in records and remaining funds.
3. Submit the initial budget in Brightspace and maintain a copy (with receipts) in the team binder

**Grading Criteria:**

The Research Paper CF Team will be responsible for auditing the budget and ledger based on the records provided. Any discrepancies will be documented and will affect the team’s grade. Additionally, the professor will perform a secondary audit of the records should a discrepancy be identified. The Food CF team will be responsible for correcting any discrepancies. Failure to address the discrepancies by the date of the final exam will result in all Food CF team members receiving an “F” for the course. To prevent this from happening, be sure to maintain COMPLETE and ACCURATE records throughout the semester, keep all RECEIPTS, and communicate the status of the budget and activities to all functional teams in the course.

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## Meal Provision – Food CF Team

The Food CF Team will be responsible for providing a meal at the beginning of each class meeting, as denoted on the course schedule. The team will be evaluated, by the professor, on the completion of this series of tasks.

**Assignment Instructions:**

1. Each week, the team will need to designate someone to utilize class funds to purchase the required food, beverages, utensils, and supplies needed to feed the class.
2. Prior to the start of class, the team will need to set up the food and coordinate the serving of the meal.
3. Once the meal has concluded, the team will need to clean up the classroom.

**Grading Criteria:**

Team provides a complete meal, per class agreement, at the 80 points
beginning of each class

Team clean up classroom following meal 20 points

# **Activities Cross-Functional Team Assignments**

## Team Building Activity – Activities CF Team

The Activities CF team will be responsible for planning, conducting, and reviewing four (4) team-building activities throughout the semester. The team will be evaluated by the professor on the completion of this task.

**Assignment Instructions:**

1. Research team-building activities that can be conducted during the class. Each activity should last no more than 1 hour.
2. The team will provide instructions on how to participate in the activity to the class, then conduct the activity.
3. Upon completion of the activity, the team will lead a brief discussion of the activity and its relation to team dynamics lasting approximately 15 minutes. The discussion should be conducted in a manner that encourages class involvement and interaction.
4. Each team member must participate in either the instruction of, conduct, or review of each activity.

**Grading Criteria:**

Team instructs class on how to participate in the activity 20 points

Team conducts the activity effectively 20 points

Team conducts a discussion following the activity and asks questions 20 points
to the class to encourage participation in the discussion

Activity has a definite relation to team dynamics that is conveyed to the 40 points
class

## Volunteer Project – Activities CF Team

The Activities CF team will be responsible for planning and coordinating a volunteer project that involves the entire class. The activity will be conducted during class hours unless otherwise approved by the professor. The team must submit a proposal to the professor in advance of the project.

**Assignment Instructions:**

1. Solicit input from the class regarding potential volunteer projects that can be conducted on or near campus on the date specified in the course schedule.
2. Submit a project proposal to the professor on the assigned date that describes the project. There is no specific format for the proposal; however, the proposal should address the following:
	1. Where the volunteer activities will be conducted
	2. What students will be expected to do
	3. How the project contributes to the good of the college and community
3. Upon instructor approval, coordinate the project with the class and ensure participation.
4. Following the project’s completion, submit a report to the professor outlining the following:
	1. List of names of all students who participated in the project
	2. Summary of project activities
	3. Anecdotal evidence pertaining to positive student experiences

**Grading Criteria:**

Team proposal is submitted on time and addresses all requirements 30 points

Team coordinates project and ensures completion 30 points

Team report is submitted on time and addresses all requirements 30 points

Proposal and report are professional in appearance and free from 10 points
grammatical, spelling, and punctuation errors

## Class Party – Activities CF Team

The Activities CF team will be responsible for planning and coordinating an end-of-semester celebration of the efforts of the students throughout the course. The party will be held on the date specified in the course schedule. The team must submit a proposal in advance for approval by the professor.

**Assignment Instructions:**

1. Solicit input from the class regarding potential party activities
2. Submit a project proposal to the professor on the assigned date that describes the activities to be available during the party. There is no specific format for the proposal; however, the proposal should address the following:
	1. What foods will be available during the party and how will they be acquired (i.e. purchased with remaining funds, potluck, etc)
	2. What activities will be made available during the party – be specific (i.e. “Monopoly” as compared to “board games”)
3. Upon instructor approval, coordinate the party with the class

**Grading Criteria:**

While the party itself, along with the proposal, is not specifically graded, the team’s efforts in coordinating the party will be evaluated in the TOI and TOT end-of-course evaluation metrics. As such, the team’s grade will be influenced by their efforts toward coordinating the party.

# **Research Paper Cross-Functional Team Assignments**

## 10 Sources – Research Paper CF Team

The Research Paper CF team will be responsible for coordinating with the entire class to write a single research paper about a teams-related topic. The tasks undertaken by the team are designed to ensure that the final research paper meets the requirements of the paper, as established by the professor. To ensure the paper is truly research driven, the team will be responsible for collecting a minimum of 10 academic sources from the class for use in the paper.

**Assignment Instructions:**

1. The team will determine a topic on which the research paper will be written. This topic must be specific enough to be researched effectively, but broad enough to allow for all functional teams to participate.
2. The team must coordinate with functional teams to establish a deadline for submission of sources to the Research Paper CF team, the number of sources each functional team is to submit, and the format in which the sources will be provided to the Research Paper CF team.
3. On or before the due date listed on the course schedule, the Research Paper CF team will submit – in Brightspace – a Microsoft Word document defining the topic of the research paper, a list of the 10 selected academic sources that will be used to write the paper, and a summary of the information to be used from each source.

**Grading Criteria:**

Research topic is provided in the submission and is appropriate for the scope 20 points
of the assignment

10 academic sources are identified and summarized 60 points

Summaries are free from spelling, grammar, and punctuation errors 20 points

## Research Paper Outline – Research Paper CF Team

The Research Paper CF team will be responsible for coordinating with the entire class to write a single research paper about a teams-related topic. The tasks undertaken by the team are designed to ensure that the final research paper meets the requirements of the paper, as established by the professor. The research paper outline will describe the requirements of the paper, the deliverables and timelines established the team, and other pertinent information.

**Assignment Instructions:**

1. The team will develop an outline of the research paper and milestones necessary to ensure its completion. While there is no specific format for the outline, the document must address the following:
	1. Specific formatting details of the paper (i.e. APA, MLA, Chicago, or other? Double-spaced or single spaced? Font? Size? Other specifics?)
	2. Specific deliverables from each functional team (What do you want each team to do? What sections will each team write? How do you want it provided to you?)
	3. Specific deadlines for functional team deliverables to be submitted
	4. Specific deadline for the peer review to be completed prior to finalizing the paper
2. Submit the outline in Brightspace and to each functional team to guide their efforts in supporting your cross-functional team

**Grading Criteria:**

Outline addresses all requirements stated in the rubric 80 points
of the assignment

Outline is free from spelling, grammar, and punctuation errors 20 points

## Research Paper Rough Draft – Research Paper CF Team

The Research Paper CF team will be responsible for coordinating with the entire class to write a single research paper about a teams-related topic. The tasks undertaken by the team are designed to ensure that the final research paper meets the requirements of the paper, as established by the professor. The rough draft of the research paper provides an initial document for all teams to review and provide input on. The final research paper should read as though a single person wrote it, demonstrating the Research Paper CF team effectively enables the class to speak in one united voice, must be 2,500 words or more in length, and receive a TurnItIn score of 25 or less.

**Assignment Instructions:**

1. Using the materials provided to the team by each functional team, compile a single research paper using the formatting requirements specific by the Research Paper CF team. The rough draft should represent the collaborative research and efforts of all functional teams present in the course.
2. Submit the rough draft to the instructor in Brightspace and provide the document to all functional teams
3. Coordinate a peer review in which each student in the class reviews the draft and provides input to ensure that all spelling, grammar, word choice, and punctuation errors are resolved. Again, the paper should flow smoothly and appear as if it were written by a single person while encompassing the contributions and efforts of the entire class.

**Grading Criteria:**

Rough draft content adequately addresses the formatting requirements 100 points
defined by the team

## Final Research Paper – Research Paper CF Team

The Research Paper CF team will be responsible for coordinating with the entire class to write a single research paper about a teams-related topic. The tasks undertaken by the team are designed to ensure that the final research paper meets the requirements of the paper, as established by the professor. The final research paper should read as though a single person wrote it, demonstrating the Research Paper CF team effectively enables the class to speak in one united voice.

**Assignment Instructions:**

1. Incorporating any input received from the class, develop a final research paper the meets all requirements established by the team.
2. Submit the final research paper to the instructor in Brightspace

**Grading Criteria:**

Content adequately addresses the formatting requirements 30 points
defined by the team

Research is academically sound and demonstrates critical thinking 30 points

Paper is free from grammar, spelling, and other errors 30 points

Paper is 2,500 words or more 10 points