

## Assessing Projects: Encouraging Self-Direction and Collaboration Collaboration Checklist

### Collaboration Self-Assessment

The following checklist can be used by students to assess their collaboration skills. The *Assessing Projects* application has many more examples.

#### I help my team by:

<input type="checkbox"/>	Organizing <ul style="list-style-type: none"><li><input type="checkbox"/> identify goals</li><li><input type="checkbox"/> define tasks</li><li><input type="checkbox"/> outline approaches</li></ul>
<input type="checkbox"/>	Being a self-starter: <ul style="list-style-type: none"><li><input type="checkbox"/> suggest new ideas and directions</li><li><input type="checkbox"/> volunteer to tackle a difficult task</li></ul>
<input type="checkbox"/>	Seeking information <ul style="list-style-type: none"><li><input type="checkbox"/> ask questions</li><li><input type="checkbox"/> seek facts</li><li><input type="checkbox"/> request clarification</li></ul>
<input type="checkbox"/>	Providing information: <ul style="list-style-type: none"><li><input type="checkbox"/> find and share resources</li><li><input type="checkbox"/> offer facts and opinions</li></ul>
<input type="checkbox"/>	Encouraging members: <ul style="list-style-type: none"><li><input type="checkbox"/> respond enthusiastically to others</li><li><input type="checkbox"/> invite everyone's participation</li><li><input type="checkbox"/> make people feel good about themselves</li></ul>
<input type="checkbox"/>	Analyzing: <ul style="list-style-type: none"><li><input type="checkbox"/> summarize points of discussion</li><li><input type="checkbox"/> simplify complicated ideas</li><li><input type="checkbox"/> put points in perspective</li></ul>
<input type="checkbox"/>	Facilitating: <ul style="list-style-type: none"><li><input type="checkbox"/> keep discussion on track</li><li><input type="checkbox"/> help direct creation of timeline and setting of priorities</li><li><input type="checkbox"/> help direct division of tasks</li><li><input type="checkbox"/> help identify necessary changes and encourage group action for change</li></ul>
<input type="checkbox"/>	Questioning: <ul style="list-style-type: none"><li><input type="checkbox"/> stimulate discussion by presenting different points of view</li><li><input type="checkbox"/> challenge weak ideas</li></ul>



Problem solving:

- work to resolve differences
- seek alternative solutions
- help team reach fair, well-reasoned decisions