

SOME TIPS FOR TEAMWORK

1. **Comprehension of the assigned project.** It is important that all members understand the assigned tasks.
2. **Organization and coordination** is fundamental for a satisfactory final outcome.
3. **Time management.** It is important to distribute and manage preparation time accordingly, including rehearsals if the project includes presentations.
4. **Consensus.** Decisions should be agreed on by all the members of the group. You must reach an agreement and comprise if necessary.
5. **Communication.** It is fundamental to actively listen and communicate your opinions with confidence without imposing them.
6. **Cooperation.** The group project is based on collaboration and not individual work combined.

7. **Equal participation.** Task distribution must allow equal participation among all members.
8. **Tolerance.** It is essential to respect other people's opinions.
9. **Solidarity.** Solidarity is fundamental to face up to situations in which a problem arises for any member of the group.

REMEMBER THAT... *the final outcome depends on the degree of **engagement** of every member of the team and that **no member is more worth than the sum of them all**.*

TEAMWORK SELF-ASSESSMENT RUBRIC

	1 (-)	2	3	4(+)
1. Comprehension	We did not understand the assignment well	We understood the assignment but made some mistakes	We understood the assignment fairly well with very few mistakes	We understood the assignment perfectly
2. Organization	The project was not organized well	The project lacked some organization	The project was organized well	The project was organized very well
3. Time Management	Poor time management	Time management was ok, but needed to be planned better	Good time management	Very good time management
4. Communication	Lack of communication	Communication was good	Communication was very good	Excellent communication
5. Consensus	Lack of agreement among members	Members need to communicate a little better	The majority of the decisions were made consensually	All decisions were made consensually
6. Cooperation	Cooperation among members was very poor	Cooperation within the group was uneven	In general, the group cooperated fairly well	Group cooperation was excellent
7. Equal Participation	Participation was extremely unequal	Participation was unequal	In general, participation appeared fairly equal	Equal participation among all members
TOTAL			/28