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| Student Name |  | VIP Team |  | Semester |
| **VIP Notebook Grading Rubric** | Poor | Intermediate | Exemplary |
| Notebook Maintenance(25) | - Notebook bound - Pages numbered - VIP team name- Name & contact info | 0 | 1 | 2 | 3 | 4 | 5 |
| Teammate names and contact info easy to find | 0 | 1 | 2 | 3 | 4 | 5 |
| Neat, legible, additional pages secured | 0 | 1 | 2 | 3 | 4 | 5 |
| Organization | 0 | 1 | 2 | 3 | 4 | 5 |
| Signatures on each page | 0 | 1 | 2 | 3 | 4 | 5 |
| Meeting notes(15) | Group topics | 0 | 1 | 2 | 3 | 4 | 5 |
| Other individuals |  0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Personal work & accomplishments(35) | To-do items:clarity, easy to find | 0 | 1 | 2 | 3 | 4 | 5 |
| To-do list consistency (weekly or more) |  0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| To-dos & cancellationschecked & dated | 0 | 1 | 2 | 3 | 4 | 5 |
| Level of detail: personal work & accomplishments |  | Includes ideas, progress and results.  | Includes ideas, progress, results + **explanations, justifications & reflections.** |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Useful resource (25) | References (internal, external) |  0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Useful resource for the team |  | Useful: Someone familiar with the project would find sufficient answers. | Excellent: Useful to future group members; someone familiar with the field could follow the work. |
| 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Comments: | Column totals: |  |  |  |
|  | Total out of 100: |  |