Collaboration Team Checklist Elementary School (2nd Grade)

The Team Collaboration Checklist is intended to serve as a useful reminder on the important aspects of team dynamics. It is not a rubric for grading purposes, but rather a reminder for student and adult teams about the key conditions for good collaboration. Teams might regularly refer to the collaboration checklist throughout a project, revisit it in moments when their progress is stuck, or us it to reflect on successes and challenges.

We intend these to be two separate docs that serve different purposes. While the Collaboration rubric would feature regularly in project design, facilitation, and assessment, the checklist is more of a supplemental tool to be used as needed to boost team performance. Given the differences between individual and group behaviors it is best to think of these two resources as complimenting each other rather than being aligned to one another.

Elementary – 2nd Grade Note:

Effective collaboration looks similar at the 5th and 2nd grade level, although the sophistication of the projects and problems addressed will change, as will the sophistication of student roles and tasks. In addition, the 2nd grade rubric focuses on a slightly smaller set of dimensions (rows) and indicators (bullets) than the 5th grade rubric. We encourage lower elementary users to adjust your focus dimensions by class or grade level if you find that useful and to feel free to supplement with language that works well for your students and context.

New Tech Network Team Collaboration Checklist

Behavior	Description
Equal Participation	We all have roles. Everyone does their part. Everyone participates equally in discussions.
Making Decisions	We have a way to make decisions, like voting, and we use it.
Using Norms	We try to follow our group norms. We stop and check if we are following our norms.
Passionate Ownership	We care about our task. We all know we are important members of the group.
Conflict Resolution	We know we won't always get along. When we don't, we are respectful and try to solve the problem together.