



Collaboration Team Checklist Elementary School (5th 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 use 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 – 5th Grade Note:

Effective collaboration looks similar at the middle school and elementary level, although the sophistication of the projects and problems addressed will change, as will the sophistication of student roles and tasks. In addition, the 5th grade rubric focuses on a slightly smaller set of dimensions (rows) and indicators (bullets) than the middle school rubric. We encourage 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	Each member is equally engaged in the work of team, as represented by the role each member plays in accomplishing the task and how well each voice is heard during discussion. Established roles allow for equal participation.
Making Decisions	The team uses clear rules for making decisions that impact the entire group.
Creating/Using Norms	The team has a set of norms that guide the behavior of the team. The team regularly revisits the norms to check if they are working.
Passionate Ownership	The team exhibits shared and passionate ownership over the successful completion of the task. All group members are made to feel valuable, that their contributions are meaningful, and their accomplishments are celebrated.
Conflict Resolution	The team anticipates that conflict may happen, and has a plan for addressing it directly. Group members engage constructively and reference both the plan and their norms when conflict occurs.