Collaboration Checklist

Use this checklist to monitor your collaboration skills while you work together in your group. Be prepared to share your self-assessment during conference time.

	Date	Example
I can do many things within the		
group	I	
	1	
I accept a division of tasks		
Taccept a division of tasks	I	
	I	
I complete all of my assigned tasks	1	
	1	
	1	
I can agree on a plan even if it's		
not my own	I	
	1	
Laggest other's ideas		
I accept other's ideas	1	
	1	
I express my ideas clearly	1	
	1	
	1	
I try to help others understand		
	1	
	1	
I encourage the members of my		
group	1	
<u> </u>	1	
I ask questions to get clarification	1	
	1	
	1	
I offer feedback in a constructive,		
friendly way	1	
	l I	
I listen when someone is talking		
	l I	
	1	
I try to solve problems	l I	
	1	