

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 accept a division of tasks | | |
| I complete all of my assigned tasks | | |
| I can agree on a plan even if it's not my own | | |
| I accept other's ideas | | |
| I express my ideas clearly | | |
| I try to help others understand | | |
| I encourage the members of my group | | |
| I ask questions to get clarification | | |
| I offer feedback in a constructive and friendly way | | |
| I listen when someone is talking | | |
| I try to solve problems | | |