Annex 3 - Professionalism Rubric

Your professionalism in the class is evaluated in the following categories: participation, punctuality, and ethics. Each will be rated on a scale from 0 to 3.

Important: Because all three aspects are equally essential for the success of your team, your “Professionalism score” will be equal to your lowest of the scores for these three categories.

Participation This class requires teamwork, which can’t happen unless you’re present and engaged. This means you need to fully participate in all scheduled class activities (graded or not). For example, you are not: completing work in class that you should have done at home; doing non-class related work; engaged in non-class related activities on your computer (such as chatting, texting, surfing the internet, emailing, etc.). Not being fully engaged is unfair to your team.

3 = fully engaged in all scheduled activities & helping team members stay engaged  
2 = missed (or not engaged in) less than 10% of time allocated for scheduled class activities  
1 = missed (or not engaged in) no more than 20% of time allocated for scheduled class activities  
0 = missed (or not engaged in) more than 20% of time allocated for scheduled class activities

Punctuality We know you’re busy, but please respect the members of your team and of the teaching staff by being punctual. This means arriving on time to class, not leaving before class is over, and handing in all assignments (including surveys) by their deadlines.

3 = always on time to class & all assignments/surveys on time  
2 = mostly on time to class & all assignments/surveys on time  
1 = mostly on time to class & no more than two assignments/surveys late  
0 = repeatedly late to class OR more than two assignments/surveys late

Ethics Respect, honesty, fairness, and equality are essential to learning and teamwork. Everyone in this class — you, your team members, your peers, and the teaching staff — should therefore adhere to the highest ethical standards. For every action/decision you take, subject yourself the “headline test”: if your action were printed as the front-page headline in the newspaper and all those you care about — your friends, family, your team members, peers, the teaching staff — would read it, how would you feel? If the answer is anything but “good”, you are probably not adhering to the highest ethical standards.

3 = displays ethical leadership — gets others to improve their actions  
2 = all behavior perfectly ethical  
1 = one ethically questionable action during course  
0 = more than one ethically questionable action during course OR any academic dishonesty