



Arizona CTE Professional Standards COLLABORATION RUBRIC

The Arizona CTE Professional Skills are integrated with the CTE technical program standards. The Professional Skills Rubrics are mapped to the standard measurement criteria and core actions. The Rubric starts with expert/leader and progresses to the right to novice. After the Foundational Skills are met, teachers should use the Rubric to help measure student progress. High school students should strive to achieve **Approaching Proficiency or better** before graduation.

STANDARD 2: COLLABORATION

Collaborates, in person and virtually, to complete tasks aimed at organizational goals.

RUBRIC EXPECTATIONS FOR COLLABORATION					
Measurement Criteria	Core Actions	Expert/Leader	Proficient	Approaching Proficiency	Novice
2.A Commits to achieving collective goals	2.A.a Contributes personal strengths	Designs team to take advantage of each members' skills and strengths (i.e., capitalizes on the strengths of the team)	Adjusts contributions to strengthen the capacity of the team (i.e., recognizes better positioning of personal skills to meet team goals, works ahead instead of working to deadline)	Assumes a role that exercises personal skills and strengths (e.g., manages project timelines instead of handling hands-on building)	Articulates personal skills, strengths, and limitations to team members
	2.A.b Respects contributions of others	Assumes shared ownership and responsibility for the success of the ideas of others	Validates the ideas of others to advance the team's goal (e.g., alters a plan to incorporate someone else's suggestions, uses a variation on a team member's marketing strategy to reach a new audience)	Explores ideas of others to understand more fully how they contribute to the team's goal (e.g., asks specific questions, tests an application)	Acts with receptivity to the ideas and perspectives of others
	2.A.c Contributes to an environment of collaboration	Proposes processes to advance collective work (e.g., drafts guidelines for collaborative work, recommends exercises to enhance innovative thinking as a team)	Works toward consensus to achieve team goals (e.g., welcomes an open exchange of ideas, does not judge or censor, relies on strengths of team members, communicates information in a way that's compatible with different decision-making styles)	Holds self and others accountable for progress toward goals (e.g., identifies need for improvement, acknowledges failure, recognizes when it is time to move on to the next task)	Adheres to agreed upon team norms and protocols (e.g., honors communication structure, observes limits of role on team, meets deadlines, follows decision-making guidelines)



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2.A Commits to achieving collective goals	2.A.d Ensures diversity in collaboration	Assembles teams that represent the diversity in the workplace (e.g., accesses differences in skills and knowledge, leverages varying perspectives due to factors such as disability, ethnicity, generation)	Adapts work behaviors to be inclusive of diverse team members (e.g., selects meeting place to accommodate a wheelchair, postpones a critical meeting due to a team member's religious holiday, schedules team tasks to respect all scheduling needs) includes texting as a communication protocol for the team, uses influence to benefit the team rather than compete with the team	Seeks to understand diverse perspectives of others on the team (e.g., asks clarifying questions, recognizes when different interpretations are creating conflict)	Accepts cultural and generational differences on the team
2.B Promotes an environment of trust	2.B.a Builds team relationships	Guides development of the team (e.g., pairing team members for specific tasks, identifying responsibilities by strengths and skills)	Acknowledges the value of each team member (e.g., shares recognition for work, encourages feedback about work, respects contributions of others)	Finds common ground with team members (e.g., exchanges life experiences to build interpersonal connections, shows willingness to accept team decisions, looks for ways to ease conflicts on the team, apologizes for negative behaviors)	Approaches other team members with acceptance and honesty (e.g., uses active listening, maintains a demeanor of courtesy, tact, friendliness, and respect, extends/accepts compliments, expresses/receives empathy, avoids gossip)
	2.B.b Takes responsibility for role on team	Integrates teams for broader goals of the workplace	Takes responsibility for quality and consistency of own work (e.g., produces work of similar quality with regularity, brings personal errors to the attention of the team, acts with transparency regarding contributions to team commitments, provides clarification and documentation for work)	Shares responsibility with team members to meet commitments (e.g., offers assistance to others upon completion of own work, accepts expert help from others, shares resources)	Accepts obligations associated with role on team (e.g., participates in goal setting, meets deadlines toward goals and milestones, attends meetings, follows through on commitments)



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2.B Promotes an environment of trust	2.B.c Manages information with sensitivity	Designs processes to protect and disseminate information in the workplace	Uses information judiciously, considering sensitivity and purpose	Shares specific information with the appropriate audience (e.g., maintains confidentiality about a project or colleague, reports relevant information to team members)	Follows protocols and procedures for team/organizational communication (e.g., follows team/organizational team communication protocols, adheres to school policies, reports information with accuracy)
2.C Optimizes technology to collaborate with others	2.C.a Adopts technology to promote collaboration	Evaluates applicability of emerging technologies for collaboration	Selects technologies to match the profile of the team and the purpose of the collaboration (e.g., connects geographically distributed work group for a video conference, allows distant coworkers to see and edit the same document at the same time)	Uses collaborative technologies selected by team to meet collective goals (e.g. verifies status of work, communicates over distance in real time, works in an online environment to edit documents)	Explores collaborative technology tools used in the workplace (i.e., web conferencing, Dropbox, Skype, TEAMS, Zoom, etc.)