

In AY 2017-2018, a VIP Faculty Learning Community explored issues related to VIP. One of their main recommendations was to simplify VIP notebooks. The committee identified three main purposes for notebooks, and the most basic things a notebook should show. Using this approach we developed a baseline rubric. Because different instructors have different expectations, please set your own point ranges, **add to the rubric to fit your needs**, and feel free to use the longer rubric.

Key purposes for VIP notebooks:

- Facilitate learning (organize thoughts, think about work, reflect)
- Documentation (document work, track progress, etc.)
- An assessment tool (shows individual contributions and collaborations, tangible item to grade)

At most basic level a notebook should show:

- What the student did that week.
- What they plan to do in the coming week.

Student Name

FR SO JR SR MS PHD

Credit Hrs

Semester

		Intermediate				Exemplary		
		Poor	Average	Intermediate	Exemplary	Point Ranges	Earned	
Documentation	What was done each week	Poor Very little explanation of work, progress or interactions/meeting notes for each week.	Average Adequate explanation of work, progress and interactions/meeting notes for each week. Someone knowledgeable/skilled in the field would be able to: - Understand decisions student made - Repeat what was done - Obtain the same result	Intermediate Created each week. AND Completed items checked off.	Exemplary Same as previous Includes reflections on: - What did/didn't work - Next steps	0-XXX		
	To-do list for upcoming week	Not consistently created each week.	Created each week. AND Completed items checked off.	Created each week. AND Completed items checked off.	Same as previous AND Easy for reader to understand. AND Items checked off and dated	0-XXX		
Contributions	Personal contributions to the project	Given the student's experience, academic rank and number of credit hours...						0-XXX
		Very few contributions. OR The work was too simple. OR The work did not advance the project or help the student gain skills that would advance the project.	Adequate contributions. AND The work advanced the project and/or helped the student gain skills needed to advance the project.	Same as previous AND Outstanding contributions.				
Total								