

DSA Committee on Student Learning in the Co-curricular Rubric Selection Aid for Organization Advisors/Supervisors

If you are already familiar with the organization, you may want to skip down to the Rubric Synopses section and choose a rubric best matching your students' needs.

There is not necessarily one rubric that you should use. This tool is intended to show you what rubrics might benefit your students given their year, the level of experience, and their past performance (if applicable).

Questions to Think About:

These questions should be answered by thinking about the student or group of students with which you will use the rubric. Please circle the response that most accurately describes your student(s).

1. How long have you been advising/supervising the organization with which you will utilize the rubric?

0 - 3 mo. 4 - 8 mo. 9 mo. - 1 yr. 2 yr. - 3 yr. 4 yr. - 5 yr. 6 yr. +

2. In which class year does the majority of the organization's membership fall?

Freshman Sophomore Junior Senior Graduate No Majority /Unknown

3. In what organizational phase do you feel your students are in?

Infancy Adolescence Young Adult Maturity

According to Allen's (1981) Situational Advising Model:

- Infancy – Poor program planning skills and a low level of commitment to the organization. They demonstrate an overall lack of responsibility for their actions.
- Adolescence – Students possess basic program planning skills and a medium level of commitment to the organization. They demonstrate some degree of responsibility for their own actions.
- Young Adult – Students possess competency in program planning and implementation and a high level of commitment to the organization. They are fully responsible for their actions.
- Maturity – Students possess advanced skills in program planning, implementation and evaluation, and in facilitating group decision making. They demonstrate a strong commitment to the goals of the organization and take responsibility for their own actions and the actions of others within their organization.

4. Are you going to use this rubric with general membership or the organization leaders?

General Leaders Not Sure Combination N/A

Before proceeding, think about your desired outcome(s) for rubric use

Analysis of Answers / Things to Consider:

1. If you've been advising the organization for a year or less, you might need to observe the students' skills before selecting a rubric. If you've been with the organization for a while, you as the advisor likely know more about the needs of the organization's students.
2. If the majority of your organization's membership is first- or second-year students, you might start with the basic and intermediate rubrics listed below under Rubric Synopses. If your organization's membership is primarily junior- and senior-level students, you might start with the intermediate and advanced rubrics. However, it is important to note that younger students may be more advanced in skills than older students – give individual attention to students' skills.
3. Allen's (1981) Situational Advising Models stages correlate loosely with the Rubric Synopses categories. Groups in the Infancy or Adolescence stages might benefit from the Basic Rubrics. Groups in the Young Adult stage might benefit from Intermediate Rubrics. Groups in the Maturity stage might benefit from the Advanced Rubrics. Once again, it's important to note that your group's membership may differ in needs.
4. When reading through the Rubric Synopses, you will see that it is denoted with whom the rubrics should be used; individual students or the larger group.

Things to Consider

- Timing of Rubric use – When during the year? Before or after a specific event? After a problem? As a year-long process?
- Organizational Readiness – Is your organization ready to make change given what the rubric will highlight? Be certain that using the rubric will be a useable tool.
- Mission – Does the rubric you are selecting align with the organization's mission and purpose?
- Organizational Maturity – Is the organization mature enough to process the rubric? Is the organization in a place where a rubric can be used?

Selected Rubric Synopses:

Basic Rubrics

Effective Meetings Rubric – This rubric best serves individual leaders. Particularly, it works well for new organization leaders who need guidance in learning to run meetings effectively. This rubric can also serve a returning organization leader who could benefit from learning skills such as making agendas, etc.

Project Management Rubric – This rubric best serves a group of leaders or officers. It works well at making student leaders cognizant of the different important facets of managing a project including delegation, creating timelines, etc.

Teams or Groups Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric emphasizes gaining skills as both a follower and a leader in a group, and would be great in a situation where a new group was forming, a group was trying something new, or even in a group that has been in existence for a while.

Intermediate Rubrics

Written Communication Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric emphasizes gaining skills in communicating through writing in an effective and appropriate way. This rubric can be used when a problem arises or as an educational tool with any organization member who may be communicating on behalf of the organization.

Verbal Presentation Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric emphasizes such skills as effective presentation creation and delivery as well as how to communicate ideas to different audiences. This rubric would be a great educational tool for all organization members both within the organization and outside.

Interpersonal Communication Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric places emphasis on skills used in conversations between two or more people. This rubric would be particularly helpful if used with the organizations leaders to circumvent potential problems.

Advanced Rubrics

Critical Thinking Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric places an emphasis on skills associated with critical thinking such as decision making, appropriate action, thinking relativistically, etc. This rubric is an excellent tool for a fairly advanced student leader.

Delegation Rubric – This rubric best serves the organization’s leadership. This rubric places emphasis on the skills associated with delegation. This rubric is an excellent tool for any organization leader, and particularly for one who is working on a group project. This rubric could be used with the Project Management Rubric.

Diversity Rubric – This rubric can serve the general membership of the organization or its leaders. This rubric places an emphasis on skills that encourage diversity, a social justice focus, and how to work with diverse audiences effectively. This rubric is an excellent tool for all organization members.

Effective Feedback Rubric– This rubric best serves the organization’s leadership. This rubric emphasizes professional communication in giving feedback to others in an organizational setting. Students in leadership positions frequently need to give feedback to others about their performance.

Ethical Leadership Rubric – This rubric best serves the organization’s leadership. This rubric places an emphasis on decision making, respect for others in an organizational context, and honest communication. This is useful tool for students who are in leadership and decision-making roles where they may be faced with complex issues. This could be used in conjunction with the Critical Thinking Rubric.

If you have further questions, please refer to the following contacts:

Dr. Darby Roberts
darby@tamu.edu

See the DSA Committee on Student Learning website for more information, rubrics, and resources at:

<https://studentaffairs.tamu.edu/dsa-committee-on-student-learning-in-the-co-curricular/>

Additional Rubrics

Citizenship, Fiscal Responsibility, Membership Selection, Mission/Vision/Goal Setting, Service, Student Worker