

# Rubric for Leading Discussion

Student ID \_\_\_\_\_

## BCom Learning Goal 5

Independent, Collaborative and Professional Work Skills: Graduates will be able to work independently and collaboratively.

## BCom Learning Objective 5c

Plan and lead a seminar or tutorial discussion or work constructively in groups.

Trait	Exemplary	Satisfactory	Unsatisfactory	E/S/U
<b>Planning:</b> evidence of well-planned session.	Develops and adheres to a calendar of activities and/or checklists.	Keeps group on track by managing time, providing coaching or guidance, or resolving differences as needed. Intervenes when tasks are not moving toward goal.	Lets the group ramble or stray off track too much, or keeps the group so rigidly on track that relevant issues or concerns are ignored.	
<b>Presenting:</b> clarity of presentation.	Tightly focussed; Well structured, theme is clear; Message very clear; Good timing.	Mostly focussed; Discernible theme; Message is mostly clear; Keeps almost to time.	Rambling, unfocussed; Disorganised, unrelated; Message is unclear; Runs over time or too brief.	
<b>Leading discussion:</b> poses interesting questions, leads discussion, listens to comments, summarises, and responds well to questions.	Uses strong verbal and non-verbal behaviour to convey authority and concern.	Looks comfortable and confident in exercising leadership duties.	Gives an impression of reluctance or uncertainty about exercising leadership.	
<b>Engages audience:</b> keeps audience attention / group engaged.	Audience fully engaged; Convincing responses to questions; Invokes useful discussion.	Audience mostly engaged; Adequate response to questions; Invokes some discussion.	Audience not engaged; Inability to answer questions; Inability to invoke discussion.	
<b>Use of visual aids:</b> makes good use of visual aids to clarify / illustrate concepts if appropriate.	Excellent visual aids; Seamless use of visual aids.	Appropriate visual aids; Appropriate use of visual aids.	Poor quality visual aids; Inept use of visual aids.	