

NTN Team Collaboration Checklist - with Scaffolding Recommendations

The table at the top of this document is the NTN Team Collaboration Checklist, designed as a companion to the [NTN Collaboration Rubric](#) (2017) ([Middle School](#) Rubric). Each behavior category in the table is also a link to a set of scaffolds that could be used to support teams that are struggling to establish the behavior as described. Note that these scaffolds are not at all exhaustive and are simply intended to provide a general direction for staff and students looking for additional support tools.

| Behavior | Description |
|--|--|
| Equal Participation | Each member is equally engaged in the work of team, as represented by the role each member plays in accomplishing the task and how well each voice is heard during discussion. |
| Project Management | The team has collaboratively developed a context-specific plan for task completion that is regularly updated to reflect needed adjustments throughout the timeline. |
| Making Decisions | The team uses a transparent process, or set of processes, for making decisions that impact the entire group. |
| Physical Disposition | The team members exhibit physical cues that suggest active listening, engagement, and an openness to new ideas. In addition, team meetings are physically organized in ways that best support collaborative and cooperative work. |
| Creating / Using Norms | The team has established and is using a set of norms that guide the behavior of the team. The team regularly revisits the norms to assess their effectiveness and to determine whether they are an accurate reflection of the team's behavior. |
| Intellectual Discourse | The team regularly engages in constructive intellectual discourse aimed at deepening the team's understanding of key ideas and individual perspectives related to the task at hand. |
| Passionate Ownership | The team exhibits shared and passionate ownership over the successful completion of the task. All group members are made to feel valuable and that their contributions are meaningful. |
| Conflict Resolution | The team anticipates that conflict may happen and has a plan for addressing it directly. Group members engage constructively and reference both the plan and their norms when conflict occurs. |

Scaffolds for Equal Participation

- [Establishing Clear Roles](#)
- [Feedback Carousel Protocol](#)
- [Jigsaw Protocol](#)
- [Jigsaw Protocol - Extended Ideas](#)
- [Group Observation Checklist](#)
- [Sharing air time workshop](#)
- [Group member intervention ideas and tracking form](#)
- [Participation Quiz](#) (designed for math, but good for other classes too)

Scaffolds for Project Management

- Project Pacing Guide - NTN Echo Project Library reference #: BZ434695270_bf5ce2c3-0904-454c-9ac3-219877fde336_c230b850f06c425aa2890e5cb2eb1f5f (copy/paste into Echo Resource Library search bar)
- Daily Agendas
- [Data Driven Dialogue Protocol](#)
- Sample Contracts - Echo Reference #: BZ434695270_bf5ce2c3-0904-454c-9ac3-219877fde336_62342f7a7d944b7ca330d610b092c3bd
- [Sample Management Log](#)
- [Group Observation Checklist](#)
- [Group and Individual Task Management Workshop & Forms](#)

Scaffolds for Making Decisions

- [Merrill Covey Matrix](#)
- [Affinity Mapping](#)
- [35 Game](#)
- [Fist to Five](#)

Scaffolds for Physical Disposition

- [Fishbowl](#)
- [Role-play](#)
- [Room Design for Collaboration](#)

Scaffolds for Creating / Using Norms

- [Hopes and Fears Protocol](#)
- [Developing Group Norms](#)
- [Forming Ground Rules](#)
- [Norms Construction: A Process of Negotiation](#)
- [Participation Quiz](#) (designed for math, but great for other classes too)

Scaffolds for Intellectual Discourse

- [Critical Thinking Crush](#)
- [4 A's Protocol](#)
- [Connect, Extend, Challenge](#)
- [Orchard Cove Protocol](#)
- [Data Driven Dialogue](#)
- [Group Observation Checklist](#)
- [Discussion Starters](#) (sentence frames)

Scaffolds for Passionate Ownership

- [Empathy Map](#)
- [Connections](#)
- [Hopes and Fears](#)
- [Zones of Comfort](#)
- [Compass Points](#)
- [Multiple Ability Orientation](#) (designed for math, but great for other classes too)

Scaffolds for Conflict Resolution

- [4 Effective Conflict Resolution Strategies](#)
- [Conflict Resolution Resources](#)
- [Effective communication during conflicts with practice scenarios](#)