

## Levels of Participation (sample holistic rubric)

Adapted from Bowling Green University  
<http://www.bgsu.edu/offices/provost/Assessment/Particip.htm>

“Participating” is a matter of active engagement, rather than passive observation, and it is shown through working effectively in diverse groups and teams, as well as through cooperation and respect for others. Participation quality will be evaluated using the features defining the four levels shown below.

<b><u>Level 1 Participation (Beginner)</u></b>	<ul style="list-style-type: none"> <li>• Little or no advance preparation</li> <li>• Lets others set and pursue the agenda</li> <li>• Observes passively and says little or nothing</li> <li>• Responds to questions</li> <li>• Gives the impression of wanting to be somewhere else</li> <li>• Attendance record is haphazard and inconsistent; may be absent or late without notice</li> </ul>
<b><u>Level 2 Participation (Novice)</u></b>	<ul style="list-style-type: none"> <li>• Moderately prepared in advance</li> <li>• Takes some part in setting group goals and agendas</li> <li>• Participates in discussions, letting others provide the direction</li> <li>• Occasionally introduces information or asks questions</li> <li>• If likely to be absent or late, informs others ahead of time and arranges to cover own responsibilities</li> </ul>
<b><u>Level 3 Participation (Proficient)</u></b>	<ul style="list-style-type: none"> <li>• Well prepared in advance</li> <li>• Takes a large part in setting group goals and agendas</li> <li>• Actively participates in discussion and asks questions</li> <li>• Listens actively and shows understanding by paraphrasing or by acknowledging and building on others’ ideas</li> <li>• Volunteers willingly and carries own share of the group’s responsibilities</li> </ul>
<b><u>Level 4 Participation (Advanced)</u></b>	<ul style="list-style-type: none"> <li>• All of the markers of proficient participation, plus:</li> <li>• Draws out ideas or concerns of others, especially those who have said little</li> <li>• Re-visits issues or ideas that need more attention</li> <li>• Helps the group stay on track</li> <li>• Summarizes group decisions and action assignments</li> </ul>