

Delegation Rubric

Student Leader Learning Outcomes (SLLO) Project

Name of Student:

Date Completed:

DELEGATION OUTCOMES	<u>NOVICE</u>	<u>TRANSITION</u>	<u>INTERMEDIATE</u>	<u>TRANSITION</u>	<u>ADVANCED</u>
	Awareness or Base Level Knowledge	From Novice to Intermediate	Apply the concept somewhat	From Intermediate to Advanced	Intentional and Effective Application
THE GROUNDWORK OF DELEGATION: Potential benefits of delegation	Cannot see any benefits to delegating to others		Has a general idea of why delegation is a good thing		Can articulate the benefits of delegation
THE GROUNDWORK OF DELEGATION: Potential risks of delegation	Cannot see any dangers of delegating to others		Has a general idea of why delegation is risky		Can identify the potential risks and articulate how to navigate them
THE GROUNDWORK OF DELEGATION: How to delegate	Does not have a system in place to delegate		Follows some of the steps, but does not follow up		Has a clear process for delegation
THE PROCESS OF DELEGATION: Explain the need for delegation	Does not explain why he/she is delegating tasks		Gives a general explanation of why delegating task is necessary for the group		Clearly explains reason for delegating tasks, remains positive and makes others aware of how they will benefit from facilitating and implementing the task

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THE PROCESS OF DELEGATION: Set objectives that define responsibility, level of authority, and deadlines	Assigns task and gives a generic due date		Assigns task with small amount of explanation of responsibility that will be assumed with the task; Assigns due date		Assigns task with objectives that clearly state the end result the designee is responsible for achieving by a specific due date; level of authority for each task is also clearly defined
THE PROCESS OF DELEGATION: Develop a plan	Assigns tasks with no plan given to designee		Assigns tasks with little plan of action and explanation of task		Assigns tasks and identifies resources needed to achieve objectives and informs others of designee's new responsibilities
THE PROCESS OF DELEGATION: Establish timelines with checkpoints and accountability	Assigns tasks with no plan for assuring completion		Assigns tasks with limited timeline to follow		Assigns tasks with clearly written timeline set in place, identifies process of check points and follows up periodically on progress made
AFTER DELEGATION: Review the project	Does not set aside time to evaluate the completed project; If the project is not right, the student will redo it		May look at the product, but does not provide clear feedback to the designee or recognize the effort		Looks at the project in a timely manner, provides clear feedback to the designee, and rewards the designee

COMMENTS:

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