## FLO Synchronous - Self-Assessment Rubric

Please assess your own achievements in this course using the following rubric. To successfully meet course requirements, you should be able to mark yourself as having “met requirements” or “exceeded requirements” for all criteria that pertain to all participants and additionally the course track that you were on (Reviewing Participant or Practicing Facilitator).

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| --- | --- | --- | --- |
| **Criterion** | **Did not meet requirements** | **Met requirements** | **Exceeded requirements** |
| **For all participants** |
| **Participate in synchronous sessions facilitated by the course facilitators** | Participated in one or no sessions, or attended sessions but did not participate in any of them | Participated in two of the three sessions | Participated in all three sessions |
| **Participate in weekly discussion forums** | Did not participate in the weekly discussion or activity or missed posting either an original post or a reply to someone else’s post | Posted at least one meaningful contribution\* as an original post for the weekly discussion or activity. Posted at least one meaningful contribution as a reply to someone else’s post | Posted more than one original post for the weekly discussion or activity. Posted more than one meaningful contribution\* as a reply to someone else’s posts |
| **Participate in weekly activities other than discussions (e.g. polls, introductions, sample synchros)** | Missed one or more weeks of completing non-forum activities | Completed all weekly non-forum activities | Completed more than what was asked for with non-forum weekly activities (e.g. reviewed more than 2 “Sample Synchros” in Week 2) |
| **Additional items for Reviewing Participants** |
| **Participate in synchronous sessions of Practicing Facilitators** | Participated in only one session or did not participate in any sessions of Practicing Facilitators | Participated in two sessions of Practicing Facilitators | Participated in more than two sessions of Practicing Facilitators |
| **Give feedback to Practicing Facilitators** | Did not provide feedback to two sessions or feedback provided to sessions was not effective\*\* | Provided effective feedback\*\* for two sessions | Provided effective feedback\*\* for more than two sessions |
| **Additional items for Practicing Facilitators** |
| **Participate in synchronous sessions of Practicing Facilitators** | Did not participate in another Practicing Facilitator session or attended session but did not participate in it | Participated in one other session of a Practicing Facilitator  | Participated in more than one other session of Practicing Facilitators |
| **Give feedback to Practicing Facilitators** | Did not provide feedback to one session or feedback provided to sessions was not effective\*\* | Provided effective feedback\*\* for one session | Provided effective feedback\*\* for more than one session |
| **Lead synchronous online session using a web-based platform** | Facilitated session of less than 15 minutes in length or did not facilitate session, or employed very few of the skills and strategies listed on the Facilitation Session Guide | Facilitated session of at least 15 minutes in length, employing many of the skills and strategies listed on the Facilitation Session Guide | Facilitated session of at least 15 minutes in length, employing most or all skills and strategies listed on the Facilitation Session Guide |
| **Reflect on facilitation of session** | Did not reflect on session or reflection appeared to be cursory from the 3-2-1 structure and/or did not invite feedback  | Reflected on facilitation of session and used the 3-2-1 structure, inviting at least one piece of feedback from course peers and facilitators | Reflected on facilitation of session and identified specific ideas for what could be improved for next time, posting more than the 3-2-1 structure. Asked specific questions of course peers and facilitators to advance own practice forward |