**Workshop Facilitation Grading Rubric**

Students’ Grades **40%**

Course Director/Ajaan Jen **60%**

The Facilitators:

**Presentation (15%)**

Worked smoothly and well together

Had good body language

Spoke clearly

Were clear about instructions for activities during the workshop

Actively listened to all participants

Gave acknowledgement and didn’t excuse anything that participants said

**Content (30%)**

Review of information about the week’s research tool(s)

Review of content from lectures and readings, as needed

Ensured understanding of said content

Held classmates accountable for the readings and research tools preparation

Illustrated and/or supplemented content for current unit

**Organization (10%)**

Kept on schedule

Used appropriate tools for guiding the workshop

Set goals and worked well with Ajaans & P’Facs and within group to plan

**Effectiveness (outcome) (30%)**

Research tools are properly prepared and fine-tuned

Students have set goals for their data collection

Students are clear about their plan for data collection

Students have practiced their data collection tool(s)

Effectively conveyed ideas and messages to participants

Created a healthy interaction among the participants

Kept classmates involved

**Preparedness (15%)**

Preparing students to bring work to the workshop

Were well prepared to ensure classmates are mastering the material from lectures and readings

Had a well thought-out facilitation plan

Came with well thought-out questions for the session (effective questioning)

Process of planning workshop and quality of run-throughs

**Comments:**