

MECH 350: Peer evaluation form¹

Team No: _____ Student Name: _____ Date Range: _____

Please write the names of all team members, INCLUDING YOURSELF, and rate the degree to which each fulfilled their responsibilities in completing team tasks. DO NOT LEAVE ANY COMMENTARY BLANK! Place the form in a sealed envelope, and give it to the instructor. Use the following rating system:

Rating:	Score:	Description:
Excellent	9	Consistently did more than their fair share of work.
Very good	8	Consistently did what they were supposed to do, well prepared and cooperative.
Satisfactory	7	Usually did what they were supposed to do, acceptably prepared and cooperative.
Ordinary	6	Often did what they were supposed to do, minimally prepared and cooperative.
Marginal	5	Sometimes failed to show up or complete tasks, rarely prepared.
Deficient	4	Often failed to show up or complete tasks, rarely prepared.
Unsatisfactory	3	Consistently failed to show up or complete tasks, rarely prepared.
Superficial	2	Practically no participation.
No show	1	No participation at all.

The ratings should reflect each individual's level of participation, effort, and sense of responsibility, not their academic ability.

Team member:	Rating:	Comments: Good or Poor: (DO NOT LEAVE BANK!)

MECH 350: Team progress and effectiveness form²

Team No: _____ Student Name: _____ Date Range: _____

Our team: ☐ worked enough, in the past three weeks
 ☐ worked somewhat, but not enough in the past three weeks
 ☐ did almost no work, in the past three weeks

Our team: ☐ met all the goals required, in the past three weeks
 ☐ met most most goals required, in the past three weeks.
 ☐ fell short of the goals required, in the past three weeks.

Our team: ☐ is functioning effectively
 ☐ is functioning but needs improvement
 ☐ is not functioning.

I liked that our team _____
_____ in the past three weeks.

I wish that our team _____
_____ in the past three weeks.

Comments _____

MECH 350: Personal progress and effectiveness form^{1,3}

Team No: _____ Student Name: _____ Date Range: _____

I personally: ☐ worked enough, in the past three weeks
 ☐ worked somewhat, but not enough in the past three weeks
 ☐ did almost no work, in the past three weeks

I personally: ☐ met all the goals required, in the past three weeks
 ☐ met most most goals required, in the past three weeks.
 ☐ fell short of the goals required, in the past three weeks.

My contribution to the functioning of our team: (☐ is good) (☐ could be improved) (☐ is minor).

I liked that I _____
_____ in the past three weeks.

I wish that I _____
_____ in the past three weeks.

Comments _____

1. Adapted from B. Oakley, R.M. Felder, R. Brent, and I. Elhajj, "[Turning Student Groups into Effective Teams](#)," *J. Student Centered Learning*, 2(1), 9–34 (2004).
2. Adapted from a form printed in R.L. Pimmel, "[A Practical Approach for Converting Group Assignments into Team Projects](#)", *IEEE Transactions on Education*, 46(2), 273-282 (2003).
3. This information will NOT BE used for grading.