

Individual Contribution to Group

Project V

Individual Assignment

When participating in a group project, it is important for each individual student to contribute effectively to the success of the project. This requires a professional attitude towards one's colleagues in the group, challenge partners and lecturers, as well as commitment to fulfilling the expectations outlined in the Team Charter. Students must therefore demonstrate a professional study attitude (the four P's):

1. Present
2. Prepared
3. Participating
4. Proper and clear communication

Absence or low-quality participation from one team member will impair the ability of other group members to excel and perform well. Additionally, a student's own learning is inhibited by an insufficient professional study attitude. For this reason, failure to demonstrate an ongoing professional study attitude will lead to an 'Unacceptable' result for this assignment (see the Course Manual, "General lack of participation" section).

Beyond demonstrating an ongoing professional study attitude (the "Four P's," described above), students will be asked to contribute to the creation of a Team Charter, to meet their obligations under that Team Charter, and to engage thoughtfully in the Student Reflection Survey.

Deadlines

February 3 – 7 th , 2025 09:00 – 17:00	Camp Week Attendance required
Friday, Feb. 07, 2025 15:00 – 17:00	Opening Event Attendance required
Wednesday, March 05, 2025 (5 p.m.)	Progress Check 1 Submission via Canvas Feedback given in Check-In March 11
Wednesday, April 2, 2025 (5 p.m.)	Progress Check 2 Submission via Canvas Feedback given in Check-In April 15
Friday, June 06, 2025 (5 p.m.)	Final submission Submission via Canvas
Tuesday, June 03, 2025 10:00 – 14:00	Closing Event: Algorithm Demonstration Attendance required

Required Events

Attendance and a professional study attitude at these events is **required** for the student to be eligible to receive a passing grade for Group Project V:

- Camp Week: 09:00 – 17:00 February 3 – 7th.
- Opening Event: Friday, 07 February, 15:00 – 17:00; location TBD.
- Closing Event: Thursday, 05 June. Time and location TBD.

Assessment Criteria

1. Demonstrates a professional study attitude at all required events.
2. Attends and is prepared for lectures, workshops, check-in meetings and partner sessions.
3. Shows professional attitude towards one's colleagues in the group, challenge partners and lecturers.
4. Effectively contributes to the work on the group project.
5. Fulfils the expectations established in the Team Charter regarding roles, communication and conflict resolution.
6. Adheres to the project group goals and individual responsibilities outlined in the Team Charter.

Holistic Assessment

At the end of the Semester, the grade for the Individual Contribution to Group Project will be determined by the Core Lecturer by evaluating the following elements holistically:

- The CL's own observation of the student's performance over the Semester against the specifications of the Team Charter.
- The feedback provided by other group members via the "4 Ps" survey and "100 points" division.
- Other Core Lecturers' observations regarding the performance of the student during lectures, workshops, and practicals during the Semester.

Additional Information

Team Charter

The Team Charter is a document that describes the goals, responsibilities, and expectations of each group member, as well as defines the agreed mode of work in terms of communication and conflict resolution.

Upon beginning your group project, you will work with your group to create a Team Charter. The Team Charter will be used to evaluate the performance of the individuals in reference to their commitments to the group. By behaving professionally and complying to the specifications of the Team Charter, the student will demonstrate their commitment to the success of the group project and help ensure that it is completed to a high standard.

Individual Contribution Survey (Canvas)

Progress Check 1 for this assignment will be a brief Canvas survey intended to give us an early indicator of how groups are functioning.

Twice during the Semester, Progress Check 2 and Final Submission, you will be asked to fill in the more extensive individual contribution survey that consists of two parts:

- **The “4 Ps” survey:** you will be asked to give written feedback on each group member, focusing on the “4 Ps”: present, prepared, participating, professional communication.
- **The “100 Points” division:** you will be asked to divide up 100 points between your group members, corresponding to how valuable you found each group member’s contribution to be up to this moment of the group project.

Your reflections will only be visible to your Core Lecturer and other key members of the teaching team. Your comments on this survey **will not** be shared with your other group members. We will, however, use observations from all group members in general, as well as our own observations, in order to give feedback on your Individual Contribution to Group Project. We will make every effort to ensure the anonymity of student reflections during the feedback process.

The ‘4 Ps’ Survey

You will be asked to reflect each of your group members contribution to the Group Project in terms of the “4 Ps”. You may want to consider, for example, the following:

1. **Present**
For instance, being on time, attending all project-related meetings and events, and actively contributing to a balanced group workload as set out in your Team Charter.
2. **Prepared**
For instance, sticking to agreements, dealing with stakeholders in a professional manner, and making an effort to stay informed about the full scope of your project.
3. **Participating**
For instance, coming up with ideas and suggestions for improvement of your project, being engaged in project discussions, and taking ownership of your group work.
4. **Proper and clear communication**
For instance, communicating about their tasks and progress, personal issues that can affect group work, giving and receiving feedback, and respectfully expressing thoughts and opinions.

The “100 Points” Division

Each student is asked to divide up 100 “points” between their group members, not including themselves, by writing the name of each group member, followed by a number. Your points division should reflect the relative contributions that – according to your

evaluation – each of the group members made to the Group Project. The points division will be done in the same Canvas survey as the 4 Ps survey and will be the final question on that survey.

The rules for the 100 points division:

- The point division should be done by students individually and confidentially to ensure that students are not pressured or unduly influenced by group members.
- Students must award all 100 points.
- Students may not award themselves points; they must divide them up between the other people in their group.
- Students may choose to award a group member 0 points.
- Students may not award any group member negative points.

Learning Objectives

This individual assignment will contribute to students obtaining the programme's exit qualifications as stated in the [Teaching & Examinations Regulations 2024-2025](#) for Computational Social Science (Article B.2.2)

Version History:

Jan. 20, 2025: V1.0

Jan. 29, 2025 V1.1

- Updated deadlines.
- Includes information about required event attendance.