Individual Assignment:
Individual Contribution to Group Project III

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.

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

Tuesday, March 4, 2025 (5 p.m.)	**Progress Check** *Student Reflection Survey via Canvas*
Monday, June 2, 2025 (5 p.m.)	**Final Submission** *Student Reflection Survey via Canvas*

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 revisited on a regular basis during the Check-In/Out meetings to evaluate the performance of the groups. By behaving professionally and complying with 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.

Student Reflection Survey (Canvas)

Twice during the semester, you will be asked to fill in the Student Reflection Survey which 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 among 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" among 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 in order to ensure that students are not pressured or unduly influenced by their 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.

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.

Feedback on ICGP

Students will receive ongoing feedback on their Individual Contribution to the Group Project during Check-In/Out's. If you have further questions or concerns, please contact your Core Lecturer and set up a time to meet with them for additional feedback.

Assessment Criteria

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

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