

NAME: \_\_\_\_\_ Group # \_\_\_\_\_ Lab Sect.: \_\_\_\_\_ Contemporary Biology Lab

Please print both your **last and then first name** and those of your teammates, in **alphabetic order (by last name)**, in the spaces below. **Circle** your name.

**Immediately after each assignment is completed, record the points** you believe each person earned and justify the score in the spaces below – but **please do this in private**.

**See the back of this form for the rules to use when assigning points. It is essential that you read and follow the rules to ensure that the evaluation system is fair.** If you do not follow the rules, you will hurt the members of your group, and you will also lose points - as described on the next page. **To obtain the Midterm Average, add the points you awarded to an individual for each of his/her assignments and then divide the total by the number of assignments to date. To obtain the Final Average, omit the lowest peer score for each group member, add the points you awarded to an individual for each of his/her assignments, and then divide the total by the number of included assignments.**

**You will submit this form to your lab instructor EVERY week. You wouldn't want your team members relying on vague memories to evaluate you; so, don't do it to them!**

Group Members	30 Jan.-02 Feb.	06-09 Feb.	13-16 Feb.	20-23 Feb.	27 Feb.-02 March	Mid-term Total	Mid-term Avg.	20-23 March	27-30 March	03-06 April	10-13 April	17-20 April	Final total	Final Avg. Score

Make-up Peer Names

\_\_\_\_\_

\_\_\_\_\_

Please justify why you assigned each student, including yourself, the amount specified:

30 Jan.-02 Feb.(Lab 1)

---

---

---

06-09 Feb. (Lab 2)

---

---

---

13-16 Feb. (Lab 3)

---

---

---

20-23 Feb. (Lab 4)

---

---

---

27 Feb.-02 March (Lab 5)

---

---

---

20-23 March(Lab 6)

---

---

27-30 March (Lab 7)

03-06 April (Lab 8)

10-13 April (Lab 9)

17-20 April (Lab 10)

## Rules for Assigning (points) for Each Group Assignment/Activity

1. You have the equivalent of 10 points per person, including yourself, present on the day of the lab to distribute among the members of your group.
2. The total number of points awarded to all group members *cannot exceed the amount allotted - per rule number 1.*
3. You cannot give anyone in your group more than 15 points for an assignment or activity.
4. You cannot give everyone in your group more than 10 points on a given assignment because this would amount to more than the allotted points available. For example, if you were allocating 30 points in a group of three people, and decided you wanted to give everyone 11 points, because you thought they did a great job, the total would be 33 points – *which is more than the 30 points you have to allot:  $3 \times 11/\text{person} = 33$ .* As another example, if you have 4 group members and 40 points to allocate, you couldn't give one person 13 points and everyone else in the group 10 because this sums to 43. ***In short, if you give someone more than 10, you must give someone else less than 10.*** It is essential that you not award more than the allotted money because it undermines the entire peer evaluation system. This really is a big deal!
5. ***If a person was absent the day of the assignment/lab, you must write "ABS" on his/her spot.*** (Your lab coordinator and I will deal with the issue of excused vs. unexcused absences, as well as make-up work.)

Also, ***if someone was absent in your group, do not give the extra points to the other members of the group.*** This would artificially raise their evaluations in an unfair manner. Also, not all groups are the same size; so, this practice would give the members of small groups an advantage over members in larger groups because the amount available as extra points to give each person would not be the same. It would also vary with the number of people that were absent. ***Again, the only time you should give someone more than 10 is if he or she did an exceptional job and you would have given him or her more than 10 no matter how many people were present the day of the group activity.*** Again, if someone gets more than 10, then someone else must receive less than 10.

***If YOU were absent the day of an assignment/lab, you cannot assign points for the day you were absent.*** So, for example, if you missed one assignment/lab out of 5, you would enter the 4 scores for the assignments for which you were present and divide the total by 4.

6. You do not have to assign all of the points. This means that you may have some money left over, and that is okay.
7. ***You MUST write a comment justifying each group member's points.*** This is especially important when assigning less than 10 because the comments serve as feedback (anonymous) to help the student that received an average of less than 10 to correct their behavior.

***Bear in mind that students who receive a group average of less than 7 will lose all of their group points.***

**The following amount of points will be deducted from your overall group grade (after weighting at the end of the semester) for not following the above rules.**

- 1. 4 points for not submitting the form.**
- 2. 4 points if you give someone points on a day that person was absent. This shows you weren't properly keeping track of the points– and that means you weren't being fair. So, please be fair!**
- 3. 2 points for incorrectly calculating the average points.**
- 4. 2 points for recording points, but not determining the average.**
- 5. 2 points for not writing specific and legitimate comments.**
- 6. 2 points for not alphabetizing the names by last name.**
- 7. 2 points for not including your name in the alphabetical order.**

These rules may seem harsh, but they are absolutely necessary to ensure that each student is fairly evaluated. Imagine, for example, a situation in which only one person in your group of 3 turned in an evaluation for you – and one score was very low (3). Your average would be 3, and this would cost you all of your group points! Not fair, you would cry! And, you would be right. It isn't fair, but without the other member's evaluations, I would have no way of knowing the score was skewed. This has, unfortunately, happened in the past and it adversely affected a student's grade. That's the reason for these rules. So, if everyone follows these simple rules, the system works!