Group Project / Peer Review Procedures (MSDS 6372)

1. Week 3: Mandatory meeting of entire group.
2. Determine when the ENTIRE group is going to meet each week (at least once a week).
3. Submit to 2DS the group roster with each group member’s name, phone number and email and the agreed upon meeting time or times. Use file groupRoster.xlsx. Only one group member needs to submit.
4. Students who miss week 1 may be contacted by the professor and may be removed from the group and reassigned.
5. Week 5: Submit To 2DS Week 5 Peer Review
   1. Peer Review – All students complete Peer Evaluation Form and submit to 2DS. Use the file

Peer Eval Form.docx.

* 1. Attendance (was anyone missing? If so why?)
  2. Concerns or victories?

1. Students who have irregular attendance or communication or are identified as not providing a significant contribution will be contacted by the professor and/or removed from the group.
   1. Reminder to stay in touch with any concerns from here on out.
2. Final Week 7 Project Peer Review:
   1. Peer Review – All students complete Peer Evaluation Form and submit to 2DS. Use the file

Peer Eval Form.docx.

* 1. Students with a failing grade from other group members on the peer review will likely fail the project (after a review from the professor.)
  2. Final weight of the peer review is determined by the professor.