

CptS 443/543: Team Member Assessment Procedure for Project Deliverables

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Overview

You will complete the course term project in teams. A key problem that arises in any team project is that of negotiating an equitable division of labor. Situations can easily arise in which not all team members contribute equally to the project.

In order to ensure that all team members get proper credit for the work that they do and that team members do not "free load," we will use a team member assessment procedure in which you and your team members will assign "effort" points to each other for each project deliverable. Based on these "effort" points, you will obtain a multiplier for each project deliverable that will likely be somewhere around 1.0, indicating that you are carrying your own weight in the judgment of you and your teammates. In order to obtain your score for each project deliverable, we will multiply your team's deliverable score by the multiplier you received for the deliverable.

The purpose of this peer evaluation procedure is three-fold: (a) to ensure that team members receive proper credit for their contributions to the project; (b) to discourage team members from "free loading"; and (c) to help your instructor and TA "nip in the bud" any team issues that arise.

How it Works

For each project deliverable, you are allotted ($n \times 100$) points, where n equals the total number of students on your team. You are to distribute these points among your teammates (including yourself) in any way you deem appropriate. Legal point assignments are in whole points only (so 13 is legal; 12.45 is not). You must use up all ($n \times 100$) points in your distribution.

Think of the points as "effort points." Ideally, if everyone has been performing as expected, putting in their fair share of effort, you would give each of your teammates and yourself 100 points. This would mean that all team members have been doing 100% of what you expected of them. However, if you judge that a particular member (including yourself) has done more than his/her fair share of the work, then you may opt to give that person more than 100 points. Of course, this means that one or more of the other members of your team will receive fewer than 100 points, because you only have ($n \times 100$) to give away.

Example

Suppose we have a team of three: Sally, Bob, and Norbert. Let's say this team has been working on the project proposal that's due the next day, and Norbert called from the Coeur d'Alene Brewery on the night before the deadline to say that he couldn't make the sweat-and-blood work session. So Sally and Bob pick up Norbert's share of the load to ensure that the document is of high quality. Here's how the ratings might pan out:

Norberts rating: Norbert must distribute 300 points between team members. So he submits the following ratings:

Norbert: 98; Bob 101; Sally: 101

Clearly Norbert is being unreal about his lame contribution.

Then Sally assigns her ratings:

Norbert: 80 Sally: 110 Bob: 110

This might be realistic: Sally is essentially saying that Norbert did about 80% of what she expected.

Finally, Bob assigns his ratings:

Norbert: 82 Sally: 109 Bob: 109

So we see that Bob is agreeing with Sally, and rating Norbert similarly, except he does not feel that Norbert's failure was quite as bad.

We can calculate the multipliers for all team members based on this input:

Norbert: $(98 + 80 + 82) / 300 = 0.87$

Sally: $(101 + 110 + 109) / 300 = 1.07$

Bob: $(101 + 110 + 109) / 3 = 1.07$

Suppose the team ends up receiving an 86 on their document. Then, Norbert would actually receive $86 * 0.87 = 74.82$, whereas Sally and Bob would each receive $86 * 1.07 = 93.09$.

Usually, teams have surprisingly consistent opinions; even slackers generally rate themselves fairly (unlike Norbert). *We will get very suspicious when we see someone giving him or herself a high rating, when all other team members rate him or her low.*

Confidentiality

All of your team ratings will be kept confidential throughout the semester. Once we have graded **all** term project deliverables, your multiplier for each team deliverable will be revealed to you through the gradebook in OSBLE; however, you will never be able to see the multipliers of other team members. These multipliers will be applied to each of your project deliverables to give you your final score on each deliverable.

We are keeping your team member ratings confidential throughout the semester in order to encourage you to be honest. Indeed, this team member assessment procedure relies on, and demands, your total honesty, without which it cannot work properly.

Guidelines for Performing and Submitting Team Member Assessments

- You will perform team member assessments through assignments in OSBLE. To access a team member assessment assignment, click on the "Assignments" tab, and locate an assignment with a title of the form "Team Member Assessment for x," where x is the name of the project deliverable for which you are doing the assessment. Click on the assignment, enter the number of points you are choosing to allocate to each team member, and then click on "Submit," to complete the assessment. Note that if your allocation of points reflects a discrepancy of larger than 20% exists between team members, you are **required** to type in a short explanation in the text box. OSBLE will not let you submit the assessment until you have provided an explanation of at least 25 characters.
- You are required to complete each team member assessment within 24 hours of the due date of the corresponding deliverable. For example, if your project proposal is due on Tuesday at 11:59 pm, your team member assessment for the project proposal would be due on Wednesday at 11:59 pm.
- Those students who fail to submit peer evaluations on time forfeit their ability to have a say in how much they and other team members contributed. Instead, their multiplier will be derived completely from the ratings of the other team members who submitted assessments. If no one on a team submits a peer evaluation for a given deliverable, the instructor will assume that all members contributed equally to that deliverable.
- If, for a given assessment, you opt to give any team member less than 80 or more than 120, you are required to include a brief paragraph explaining the reasons. This will help your instructor to understand your team's dynamics.
- Team member assessments should be conducted with respect to the work that each individual was **expected** to complete. That is, you are grading the effort your partners contributed, and not so much the quality of their output (that's the instructor's job). Of course, in some cases, poor quality is the direct result of lack of effort; it is appropriate for you to consider this.
- Please follow the above instructions for performing the assessment. If your submitted assessment doesn't follow the above guidelines (e.g. points don't add up to N, you don't evaluate one team member), we will make whatever adjustment is needed, and this adjustment may be at your expense. So please read the above instructions carefully.