

Due: April 23

The **Peer & Self Evaluation** is your chance to rate your performance and that of your peers for your time working in the writing groups. You will rate your peers and they will rate you.

Please note the following:

- All group member ratings are combined to form your grade for this assignment
- If you want to receive full marks, be a productive team member
- Receiving a score of zero for the Peer & Self Evaluation may result in you also receiving a zero for your group assignment
- Submissions are confidential (no team member can see how another member scored their performance)

Instructions

- 1 Complete this assignment **only after** your group work is submitted.
- 2 List your name and the names of each team member in the Peer & Self Evaluation Response Chart (see the next page).
- 3 Consider the following factors for each team member's performance (including yourself):
 - Critical thinking
 - Quality of contribution
 - Dependability
 - Contributions to the team
 - Helping other team members' learning
- 4 Individually rate your performance and theirs from **0 - 5** according to the scale below.
 - 0 – Did not participate
 - 1 – Very poor
 - 2 – Poor
 - 3 – Satisfactory
 - 4 – Great
 - 5 – Excellent

- 5 Explain each rating (including your own) in the Comments column and include examples.

For example, instead of writing that a team member showed a lack of commitment, mention that they showed up late for meetings and/or did not participate in editing the final draft.

Quality	Example
Critical Thinking	<p>Made valuable connections between the class materials and the case study examples. Strong understanding of the course material.</p> <p>X Unable to offer connections to course material. Limited understanding of the case studies, or their implications.</p>
Quality of Contribution	<p>Well-organized, well-supported contributions. The writing needed little additional editing. The sources were clear and the citations accurate. The passages fit the plan for the essay.</p> <p>X Poorly-organized or badly-written contributions. Sources were unclear or absent. The passages appeared to be irrelevant to the projected essay plan.</p>
Dependability	<p>Always (or nearly) available for scheduled meetings. Responded promptly to communications. Work delivered on schedule and in good order.</p> <p>X Often absent or late for meetings. Failed to maintain regular communications. Work delivered late, or in poor condition.</p>
Contributions to the Team	<p>Filled agreed roles. Willing to assist in emergencies. Helped to maintain communications and schedules. Met all agreed expectations for quality of work.</p> <p>X Unable to complete agreed tasks. Required additional effort from team mates to make contributions. Other team members did additional work to make up for this member's shortfalls.</p>
Helping other team members' learning	<p>Assisted other team members who were struggling with a mechanical task (research, editing) or concept.</p> <p>X Was absent, unhelpful, or obstructive. Team member slowed work and confused understanding.</p>

Peer & Self Evaluation Response Chart

Fill out the chart according to the instructions above.

Example task assignment:

Preliminary research	All
Role assignment & outline of paper	Stu
Part 1: core text	Carl & Stu
Part 2: intro & conclusion	Julian
Part 3: proof-reading, title page, citations, APA	Carl & Julian

Team Member Names	Rating (0 - 5)	Comments (Include examples and parts of the assignment this student worked on)
Julian	5	Contributed to all aspects of the project, attended all synchronous meetings, completed tasks in a timely manner, helped team members with APA 7, covered tasks from missing team member
Stu	5	Strong contribution to all assigned parts, attended all synchronous meetings, completed tasks in a timely manner, created strong outline for text, posted/emailed notes of meetings
Carl	5	Attentive contribution to all assigned parts, attended synchronous meetings when available, finished work quickly and well, timely and constant communication, leading to smooth group function
Niccolo	n/a	Niccolo withdrew from the course

Peer and Self Evaluation Response Chart

Fill out the chart according to the instructions above.

Tasks	People Primarily Responsible

Team Member Names	Rating (0 - 5)	Comments (Include examples and parts of the assignment this student worked on)