

**Polytechnic University of Puerto Rico**  
**Electrical and Computer Engineering & Computer Science Department**

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**Peer Review Questionnaire**

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The purpose of this form is to evaluate your fellow team members for teamwork done during the academic period. Rate your teammates according to the rubric presented and submit the completed form, as a pdf document, at the appropriate Blackboard drop.

First, identify the academic period, course code, course name, and section. For the academic period use the following format: period-year, where period can be one of SP (Spring), SU (Summer), FA (Fall), or WI (Winter), and the two-digit year.

**For example**, course CECS 2200, Computer Programming Fundamentals, Section 5 for Fall 2020 would be expressed as:

Academic Period: FA-20

Code: CECS 2200

Name: Computer Programming Fundamentals

Section: 05

**Academic Period:**    FA-23

**Code:** CECS 2223

**Name:** Computer Programming Lab II

**Section:** 09

Second, identify your team number and teammates. Do not include yourself in the list. If your team has fewer members, only fill in the information for them, the remaining fields can be left blank.

**Team Number:** 3

**Teammate 1 Name:** Aleysha M. Rivera Cores

**Teammate 1 ID#:** 108408

**Teammate 2 Name:** \_\_\_\_\_

**Teammate 2 ID#:** \_\_\_\_\_

**Teammate 3 Name:** \_\_\_\_\_

**Teammate 3 ID#:** \_\_\_\_\_

**Teammate 4 Name:** \_\_\_\_\_

**Teammate 4 ID#:** \_\_\_\_\_

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The following rubric is to be used as the basis for evaluating your peers. For each criterion, rate your fellow team members on a scale from 1 to 4.

Criterion	LEVEL			
	Below (1)	Progressing (2)	Meets (3)	Exceeds (4)
<b>5.1 Plan project activities to accomplish project goals</b>	Rarely participates in the planning of the project tasks	Sometimes participates in the meaningful planning of the project tasks	Most of the time participates in the meaningful planning of the project tasks	Fully participates in a meaningful planning of the project tasks
<b>5.2 Influence the timely accomplishment of team goals / tasks within deadlines</b>	Rarely supports a timely achievement of the project goals within deadlines	Only sometimes supports a timely achievement of the project goals within deadlines	Usually supports a timely achievement of the project goals within deadlines	Puts a great deal of effort in the timely achievement of the project goals within deadlines
<b>5.3 Propose / Recommend ideas in team meetings</b>	Does not get involved in team meetings, and might even be absent from most meetings without a reasonable excuse	Participation is considered limited in terms of contribution to the project, and might even be absent from several meetings without a reasonable excuse	Participates in most team meetings providing valuable contributions. The few absences are justified with a reasonable excuse	Participates in all team meetings, providing valuable contributions that help the team move forward
<b>5.4 Complete individual tasks within deadline (Individual contribution to the team)</b>	Contributes poorly to the team, many times is unable to complete the assigned tasks or does it partially	Contributes to the team by advancing the project, but tasks assigned are incomplete or sometimes past deadline	Contributes to the team by completing the assigned tasks by deadline (or with minor delays)	Contributes to the team by completing with excellence all assigned tasks by deadline, and supports teammates in the completion of their tasks, as needed
<b>5.5 Promote contribution of other team members</b>	Has difficulty allowing other team members to contribute	Most of the time allow others to participate, but does not necessarily invite them to contribute from their own background, skills, and perspectives	Promotes participation of other teammates inviting them to contribute from their own background, skills, and perspectives	Promotes participation of other teammates inviting them to contribute from their own background, skills, and perspectives. Support teammates in their tasks, when needed
<b>5.6 Incorporate feedback to improve work / consider others point of view</b>	Shows difficulty accepting positive/constructive feedback. Has difficulty listening or considering others point of view	Sometimes accepts positive/constructive feedback from other team members. Sometimes considers others point of view, and constructively integrates other's contributions	Most of the time accepts positive/constructive feedback and uses it to improve the work quality. Most of the time considers others point of view, and constructively integrates other's contributions	Shows receptiveness to positive/constructive feedback from others and uses it to improve the quality of the work. Considers others point of view, and constructively integrates other's contributions
<b>5.7 Contribute to a constructive and inclusive team climate</b>	Rarely supports an inclusive and constructive climate. Does poorly in the following aspects: -show respect and communicate constructively -positive attitude, tone, and nonverbal gestures -motivate others -encourage others	Sometimes supports an inclusive and constructive climate. Does two of the following: -show respect and communicate constructively -positive attitude, tone, and nonverbal gestures -motivate others -encourage others	Most of the time supports an inclusive and constructive climate. Does three of the following: -show respect and communicate constructively -positive attitude, tone, and nonverbal gestures -motivate others -encourage others	Always supports an inclusive and constructive climate. Does all of the following: -show respect and communicate constructively -positive attitude, tone, and nonverbal gestures -motivate others -encourage others

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Finally, using the rubric displayed in the previous page, **rate your fellow team members on a scale from 1 to 4**. Only complete the table for the team members listed on page 1.

<b>Criterion</b>	<b>Teammate 1</b>	<b>Teammate 2</b>	<b>Teammate 3</b>	<b>Teammate 4</b>
<b>5.1 Plan project activities to accomplish project goals</b>	4	Select rating	Select rating	Select rating
<b>5.2 Influence the timely accomplishment of team goals / tasks within deadlines</b>	4	Select rating	Select rating	Select rating
<b>5.3 Propose / Recommend ideas in team meetings</b>	4	Select rating	Select rating	Select rating
<b>5.4 Complete individual tasks within deadline (Individual contribution to the team)</b>	4	Select rating	Select rating	Select rating
<b>5.5 Promote contribution of other team members</b>	4	Select rating	Select rating	Select rating
<b>5.6 Incorporate feedback to improve work / consider others point of view</b>	4	Select rating	Select rating	Select rating
<b>5.7 Contribute to a constructive and inclusive team climate</b>	4	Select rating	Select rating	Select rating

You are done! Now save this document in pdf format and submit the completed form at the appropriate Blackboard drop. Thank you!