**TEAM MEMBER EVALUATION FORM≠**

The following evaluation of your team members is a tool to help improve your experience with group work. Its purpose is to determine those who have been active and cooperative members as well as to identify those who did not participate. Including yourself, rate each individual on his/her contribution towards the group project. Be consistent when evaluating each group member’s performance by using the guidelines below.

1 – never 2 – rarely 3 – sometimes 4 – usually 5 – always

Name of student being evaluated:\_\_\_\_\_\_Cameron Amos\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific responsibilities on project:\_\_\_\_\_\_\_Coding, ideas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Circle your responses.

1. Has the student attended team meetings? 1 2 3 4 **5**
2. Has the student made a serious effort at assigned work before 1 2 3 4 **5** the team meetings?
3. Has the student made a serious effort to fulfill his/her team 1 2 3 4 **5** role responsibilities on assignments?
4. Has the student notified a teammate if he/she would not be 1 2 3 4 **5** able to attend a meeting or fulfill a responsibility?
5. Does the student attempt to make contributions in group 1 2 3 4 **5** meetings?
6. Does the student listen to his/her teammates’ ideas and 1 2 3 4 **5** opinions respectfully and give them careful consideration?
7. Does the student cooperate with the group effort? 1 2 3 4 **5**

Based on your responses to these questions, assign an overall rating on the following scale: \_\_\_\_\_\_\_\_\_\_Very Good\_\_\_\_\_\_ (Insert one of the given words.)

**Excellent** Consistently carried more than his/her fair share of the workload

**Very good** Consistently did what he/she was supposed to do, very well prepared and cooperative

**Satisfactory** Usually did what he/she was supposed to do, acceptably prepared and cooperative

**Ordinary** Often did what he/she was supposed to do, minimally prepared and cooperative

**Marginal** Sometimes failed to show up or complete assignments, rarely prepared

**Deficient** Often failed to show up or complete assignments, rarely prepared

**Unsatisfactory** Consistently failed to show up or complete assignments, rarely prepared

**Superficial** Practically no participation **No show** No participation at all

≠ Adapted from a form reprinted in B. J. Millis and P. G. Cottell, Jr., Cooperative Learning in Higher Education Faculty, Oryx, Phoenix, 1998.

Oakely, B., Felder, R.M., Brent, R., & Elhajj, I. (2004). *Turning Student Groups into Effective Teams*. Stillwater, OK: New Forums Press, Inc.

**Project Peer Review Summary**

Name: \_\_\_\_\_\_Matt Heffel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Using the information you provided on the individual Team Member Evaluation Forms, rate each individual below on his/her contribution towards the group project.
* You have 10 points for each person on your team, so if your team contains 4 people, then you have a total of 40 points to allocate; if your team contains 3 people, then you have 30 points to allocate.
* You must allocate all the points. If you think each person contributed equally towards completing the project, then you should allocate 10 points to each person (including yourself). If you feel that one person did more work than everyone else, then you can allocate that person more than 10 points, and everyone else less than 10 points.
* Please list your team members, **including yourself**, and the number of points you want to allocate to each individual. Don’t forget to give yourself points.
* Provide a brief justification for your point allocation only if you awarded less than 8 points to one person, or more than 12 points to one person. For example, if you allocated one person only 5 points because they missed half the group meetings, then state that. If you allocated one person 13 points because they executed the majority of the research or diagrams themselves, then state that.

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| --- | --- | --- |
| **Name** | **Points** | **Justification** |
| Cameron Amos | 10 |  |
| Matt Heffel | 10 |  |
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If you have other comments on group participation and contributions, praises for your team members or problems with your group, please explain them on the back of the form.