

## Teamwork Evaluation Form

**Each group member has to complete this form for the whole group.** Each group member then needs to print the form. These should then be attached to the evaluation document and handed to the school office.

We reserve the right to consult with you and potentially change the weightings (and, in extreme cases, marks) when this is felt necessary. We will not do this before the assignment is handed in. The teamwork marks will be contributed 50% to the communication skills section according to the individual contribution to the team.

CRITERIA	MARKS					Marks & Comments
	16-20	13-15	10-12	8-9	0-7	
<b>Working with team members (10%)</b>	<p>Always listens carefully to team members.</p> <p>Demonstrates patience and respect.</p> <p>Identifies and encourages team member strengths.</p> <p>Collaborates with team members in a group decision-making process and shares input effectively.</p>	<p>Consistently listens to team members and responds with appropriate input.</p> <p>Supports the efforts of the team and is respectful.</p>	<p>Usually listens to, shares with, is patient with, and supports the efforts of the team members.</p> <p>Makes some decisions without team input.</p>	<p>Occasionally listens to team members.</p> <p>Shares input but struggles to collaborate (either takes control, does not participate, or makes decisions without the team input).</p>	<p>Never listens to team members.</p> <p>Never shares input and struggles to collaborate (either takes control, does not participate, or makes decisions without the team input).</p>	20
<b>Time Management (10%)</b>	<p>Facilitates team's use of time throughout the project to ensure deadlines are met.</p> <p>Volunteers to assist other team members with tasks.</p>	<p>Uses time well throughout the project to ensure things deadlines are met.</p> <p>Assists other team members with functions if the need arises.</p>	<p>Sometimes tends to procrastinate but always gets things done by the deadlines.</p> <p>The team does not have to adjust deadlines or work responsibilities.</p>	<p>Occasionally struggles to get things done by the deadlines.</p> <p>The team has to change deadlines or work duties as a result.</p>	<p>Constantly struggles to get things done by the deadlines.</p>	20

<b>Contributions (10%)</b>	<p>Works with team to establish common purpose and goals.</p> <p>Facilitates the development of an action plan.</p> <p>Carries out assigned work and supports others in completing their tasks.</p>	<p>Understands common purpose and goals.</p> <p>Works with the team by contributing ideas to develop a plan of action and trying out assigned work.</p>	<p>Contributes mostly useful ideas.</p> <p>Follows plan of action and completes tasks.</p>	<p>Sometimes provides useful ideas when participating in the group discussion.</p> <p>Does what is required.</p>	<p>Never provides useful ideas when participating in the group discussion.</p> <p>Never complete what is required.</p>	20
<b>Attitude (10%)</b>	<p>Always has a positive attitude about the project, task(s), and working with a team.</p>	<p>Has a positive attitude about the project, task(s), and working with a group.</p>	<p>Usually has a neutral attitude about the project, task(s), and working with a team.</p> <p>Attitude does not impact work.</p>	<p>Has a neutral attitude about the project, task(s), and working with a group.</p> <p>Attitude sometimes impacts work.</p>	<p>Has a pessimistic attitude about the project, task(s), and working with a team.</p> <p>Attitude sometimes impacts work.</p>	20
<b>Leadership &amp; Participation (10%)</b>	<p>Facilitates team assignment of responsibilities, ensuring that work is shared.</p> <p>Shows initiative and good organizational skills.</p>	<p>Takes responsibility when asked or elected and shows good organizational and leadership skills within the team.</p>	<p>Takes some responsibility for the project.</p> <p>Shows leadership on certain aspects of the project.</p>	<p>Does what is required but hesitates to or does not take leadership.</p> <p>OR Takes over the project entirely.</p>	<p>Reluctant to take responsibility for the project and does not take leadership.</p>	20

## **CAVEAT**

**The Guide above does not exclude additional elements that the student thinks would provide coherence and may be included.**

**This is a group assignment.**

All pages should be numbered, and the number of words must be clearly stated at the end of the report before the references.

The report shall follow **the APA referencing format - Times New Roman or Arial, 11 points font, 1.15-line spacing, and justified layout.**

The electronic submission must be made by the assigned due date and time. Failure to do so will be subject to academic misconduct.

Each reference cited in the text must appear in the reference list, and each entry in the reference list must be cited in the text.

Turnitin report is required. The acceptable Turnitin percentage is anything below 20% in the similarity report. A Turnitin plagiarism score of 25% and below shows that your written research report is original.