# ITM90A/B Reflection on Group Work

## Purpose of the Assignment

Group work is commonplace in today’s work environment. So it is essential that you develop and demonstrate the ability to work effectively in a group environment. This assignment is designed to help you develop/enhance the ability.

## Content Requirement

In this reflection, you are required to analyze your group’s performance on the capstone project in each semester. The reflection should be written in an essay format including an introduction, a main body, and a conclusion. In particular, the following content is required:

1. Rate each group member’s performance based on Table One. Each criterion corresponds to a trait defined by the Assurance of Learning (AOL) assessment rubric (check Appendix one for standards used to assess each trait).

Note that the rating of the trait (e.g., team role fulfillment, communication, working with others/cooperation, job proficiency) of each group member needs to be backed up by some evidence (e.g., late for group meetings 9 times of 10; always checked his/her cell phone during the group meeting; never contributed to the group discussion).

1. Based on your above assessment, indicate a score that an individual group member should receive from the capstone project (the last row of Table One). The number will be used to adjust the score that the individual group member will receive from the project.
2. Indicate the extent to which you were satisfied with your own performance on the capstone project. Provide evidence to support your own evaluation.
3. Assess your level of satisfaction with the performance of your group on the capstone project in a semester. You need to use evidence to explain clearly why/why not you were satisfied with your group performance.
4. List the lesson(s) learned from the group work experience.
5. Indicate the areas of improvement that you and your group should focus on in future. Be as specific as possible, and for each area of improvement, detail an action plan. Note that the areas of improvement for your group could be different from those for yourself. If the reflection is written for 90B, also evaluate how well the action plan(s) you proposed in 90A was/were executed in 90B.

**Table One Group Evaluation Form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Criteria (/7)**  (1= Never, 4=Occasionally, 7= Always) | **Association with AOL group work trait** | **Project member names (excluding yourself)** | | | | |
|  |  |  |  |  |
|  | Focused on the project discussion during group meetings | Communication |  |  |  |  |  |
|  | Contributed greatly to the construction of the project report | Working with others/cooperation |  |  |  |  |  |
|  | Did his/her research on the tasks/ subjects assigned | Job proficiency |  |  |  |  |  |
|  | Shared his/her perspective/opinion during group discussions | Working with others/cooperation |  |  |  |  |  |
|  | Assisted in the editing proofing/revising of the manuscript | Working with others/cooperation |  |  |  |  |  |
|  | Listened to the effort of others | Communication |  |  |  |  |  |
|  | Was prepared for each group meeting | Team role fulfillment |  |  |  |  |  |
|  | Helped resolve group conflicts that arose | Working with others/cooperation |  |  |  |  |  |
|  | Took a leadership role in the group’s interpersonal dynamics | Working with others/cooperation |  |  |  |  |  |
|  | Completed his/her fair share of the workload on time | Job proficiency |  |  |  |  |  |
|  | Completed his/her fair share of the workload with quality | Job proficiency |  |  |  |  |  |
|  | Willing to help and do more | Working with others/cooperation |  |  |  |  |  |
|  | Provide effective and constructive feedback to other members | Communication |  |  |  |  |  |
| **The score (0-100) that the group member should receive for the project[[1]](#footnote-1)** | | |  |  |  |  |  |

## Format and Submission Requirement

The reflection should be single spaced and no more than five pages (excluding appendices; place the rating to an appendix) and must be submitted in an MS Word document.

## **Note: copying and pasting ITM90A reflection on group work to ITM90B group work reflection will result in a zero.**

## Evaluation Rubric

The reflection will be evaluated based on four areas: Complete Required Content, Provide Supporting Evidence, Identify Action Plan, and Communication. The detailed marking rubric for the reflection can be found in Table Two.

**Table Two Marking Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trait** | **Does Not Meet Expectations (0-2.5)** | **Meets Expectations (2.5-3.75)** | **Exceeds Expectations (3.75-5)** | **Points** |
| Complete required content | Has completed some of the required content | Has completed most of the required content | Has completed all required content | 5 |
| Provide supporting evidence | Has offered no evidence | Has offed supporting evidence | Has provided clear and detailed evidence supporting team evaluation and individual assessment. | 5 |
| Identify action plan | Fail to identify areas of improvement. Provide no clear action plan or actions taken. | Has identified areas of improvement. The action plan is clear (for ITM90A) and how the plan was addressed is articulated (for ITM90B) | Has clearly identified areas of improvement. For the ITM90A reflection, an action plan has to be clear and convincing; for the ITM90B reflection, how the action plan was implemented has to be clearly articulated. | 5 |
| Communication – Structure | Student’s writing tends to ramble and does not have a clear focus; main idea or argument are presented in a disorganized, unrelated way. | Student’s writing demonstrates a logical development of ideas. | Student’s writing shows consistency and clear logic flow. Ideas expressed (e.g., lessons learned) are built on earlier discussion/analysis. | 5 |
| Communication - Expression | Topic or main ideas are poorly developed. | Topic or main ideas are expressed. | Topic or main ideas are well-developed and clearly expressed | 5 |
| Communication - Mechanics | Written work contains persistent and significant errors in word selection and use, sentence structure, spelling, punctuation, and capitalization | Written work is mostly free of spelling and grammatical errors; Presence of few errors is not distracting; Demonstrates some sentence variety | Written work contains no spelling or grammatical errors; excellent word choice; demonstrates both simple and complex sentence structure | 5 |
| **Total:** | | | | **30** |

1. Note that this number should be given on a 100 scale, and will be used to adjust each member’s mark from the final report. Each group member could get a same or different number. [↑](#footnote-ref-1)