

## Teamwork Evaluation Form

**Each group member has to complete this form for their whole group.** Each group member then needs to print the form. These should then be attached to the evaluation document and handed into 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>	Always listens carefully to team members. Demonstrates patience and respect. Identifies and encourages team member strengths. Collaborates with team members in a group decision making process and shares input effectively.	Consistently listens to team members and responds with appropriate input. Supports the efforts of the team and is respectful.	Usually listens to, shares with, is patient with, and supports the efforts of the team members. Makes some decisions without team input.	Occasionally listens to team members. Shares input but struggles to collaborate (either takes control, does not participate, or makes decisions without team input).	Never listens to team members. Never shares input and struggles to collaborate (either takes control, does not participate, or makes decisions without team input).	20, I think there is nothing to complain also. As we only have 2 members in this group, we communicate frequently and everything was going well.
<b>Time Management (10%)</b>	Facilitates team's use of time throughout the project to ensure deadlines are met. Volunteers to assist other team members with tasks.	Uses time well throughout the project to ensure things deadlines are met. Assists other team members with tasks if the need arises.	Sometimes tends to procrastinate, but always gets things done by the deadlines. Team does not have to adjust deadlines or work responsibilities.	Occasionally struggles to get things done by the deadlines. Team has to adjust deadlines or work responsibilities as a result.	Always struggles to get things done by the deadlines.	18, JH can finish the tass on time. Furthermore, we all have different busy time/weeks. He will help to proceed the progress once he is free.

<b>Contributions (10%)</b>	Works with team to establish common purpose and goals. Facilitates the development of an action plan. Carries out assigned work and supports others in completing their tasks.	Understands common purpose and goals. Works with team by contributing ideas to develop a plan of action and by carrying out assigned work.	Contributes mostly useful ideas. Follows plan of action and completes tasks.	Sometimes provides useful ideas when participating in the group discussion. AND/OR Does what is required.	Never provides useful ideas when participating in the group discussion. AND/OR Never complete what is required.	19, JH did some interface things and helps to find out the framework.
<b>Attitude (10%)</b>	Always has a positive attitude about the project, task(s), and working with a team.	Has a positive attitude about the project, task(s), and working with a team.	Usually has a neutral attitude about the project, task(s), and working with a team. Attitude does not impact work.	Has a neutral attitude about the project, task(s), and working with a team. Attitude sometimes impacts work.	Has a negative attitude about the project, task(s), and working with a team. Attitude sometimes impacts work.	19, JH behave very well.
<b>Leadership &amp; Participation (10%)</b>	Facilitates team assignment of responsibilities, ensuring that work is shared. Shows initiative and good organizational skills.	Takes responsibility when asked or elected, shows good organizational and leadership skills within the team.	Takes some responsibility for project. Shows leadership on certain aspects of the project.	Does what is required but hesitates to or does not take leadership. OR Takes over the project entirely.	Relucant to take responsibility for project and does not take leadership.	18, JH took charge and gave opinions. He will also remind to submit the report if necessary.