Team Member Participation

Lab #

Date

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Plan | Model | Experiment | Results | Report | Code |
| Name |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**For each team member enter: 2 = Lead, 1 = Participate, 0 = Not involved, for each element.**

If an element is not relevant for a particular lab assignment, just put an X in that column.

Submission of this table implies concurrence of all team members.

You are welcome to provide additional comments about team member participation below the table.

**Lab Participation Elements**

Plan – Planning and Discussion

Discuss the overall assignment, identify key tasks and lead member for each task, develop a plan for completion of the assignments. In each lab period assess progress, review/correct work, and adjust planning as necessary.

Model – Theory and Modeling

Draw diagrams, derive models/equations, compute approximate/expected results (used to check experimental or simulation results), including preparation of relevant sections

Experiment

Draw diagrams, describe procedure, identify measurements and expected errors/uncertainties, conduct the experiment and note conditions or issues

Results and Analysis

Plot results, compare to theory, compute and tabulate statistics, analyze errors in terms of magnitude and sources

Report

Prepare overall lab report according to requirements; gather inputs for each section including participation table; write abstract and acknowledgments. Edit for technical accuracy, clarity, language (grammar and spelling), and format.

Code

Write, comment, test code used to produce the results and plots in the report.

**Notes**

Labs are designed to be creative, interactive, and collaborative activities. The same lab grade will be assigned to the entire team. We are requesting the team participation table to provide information to the instructors as to how team members are contributing over the course of the semester. In doing so we want to promote accountability of each member to the team and to encourage students to develop a wide range of technical and professional skills – stepping outside your comfort zone to get the full benefit of the lab exercises.

*Participate* means that you did some of the work for an element, including writing up the relevant portion of the report. *Lead* means that you took primary responsibility for this element; it does not mean that you did the entire element yourself.

We expect each student to participate in multiple elements of the assignment and to take the lead on one or two elements of each assignment. To get the most out of the course, students should strive to vary their leadership and participation over the course of the semester.

These tables will be used by the instructors in determining the participation score that contributes to your individual grade. A consistent mix of participation and leadership will earn full credit for the lab portion of the participation score. Consistent lack of involvement will lower a student’s participation grade.