Project 1 Evaluation

*Coordinate with your group in completing the following. This should take you perhaps half an hour to do at most. On the next page, you will find some instructions.* ***This is due by the end of the day Tuesday, September 29.*** *If the group submitted their project late, it’s due four days after their submission.*

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| --- | --- | --- | --- | --- | --- |
| **Evaluating Group #:**  **(this is your group)** | |  | **Submitting Group #:**  **(the people who sent you something)** | |  |
| Member #1: |  | | Member #1 |  | |
| Member #2: |  | | Member #2 |  | |
| Member #3: |  | | Member #3 |  | |
| Member #4: |  | | Member #4 |  | |
| Time and Method of Collaboration  (in-person, Zoom, FaceTime, etc.) | | |  | | |
|  | | |  | | |
| **Category** | | | **Comments** | | |
| **Completion:** Did they finish the project and answer all parts of the question?Did they include all the diagrams (Project A) or story outlines (Project B)? | | |  | | |
| **Accuracy:** Were their statements factually accurate? If you’re not sure, that’s okay – explain what you are not sure about. | | |  | | |
| **Clarity:**Did the group explain the reasoning behind their answers in a way that you found clear, insightful, and helpful?Were their diagrams (if any) clearly labelled? | | |  | | |
| **Positive Feedback:** What aspects of their writing did you find particularly clear or well-formed? | | |  | | |
| **Advice for Improvement:** What could they have done to further improve their submission? How could they have explained themselves better, what questions do you have about their explanation, and/or what would have helped you learn more from their writing? | | |  | | |

Evaluation Instructions

You are evaluating the submitting group on *completion*, *accuracy*, and *clarity*. You should leave comments in each category.

In addition, you should leave free-form positive feedback and advice for improvement for the submitting group. Remember, their task is to *explain things to you* – if you think they could do a better job helping their readers understand what they are describing, or if you think they did a great job, say so! We expect that you will have some positive feedback (unless the group completely botched their work) and some advice for how they could make their work even better.

You will not be giving numerical scores (grades). We will do that based on your input.

As long as your assessment is broadly reasonable, your group will get 100% for completing it. If you leave positive feedback or advice for improvement that is particularly helpful to the receiving group, then you may get above 100% for the assessment. If your assessment is unreasonable or incomplete, you will get less than 100%.

Once you have made your assessment, send an email to:

* all the members of their group
* all the members of your group
* suast101projects@gmail.com

and attach *both your evaluation and their submission.*If these are shared documents, include a link; if these are offline copies, attach them to the email.

**Important: Look at the Project 1 Evaluation page to find the correct subject line of your message. It is very important that you all use the correct subject line; this will allow us to find your work when we need to, and make sure that everyone gets credit for what they have done. Please help us out here!**

**Note:** This week, we are still learning how the rest of the semester will go. There may be a few quirks! Here’s how to respond to them:

* You should work in the groups shown *on this page* for the evaluations of Project 2. Any further group changes will be in place for Project 3 and Lab 3.
* If you haven’t received an email from the group that is supposed to send you work, send them an email and ask them for it. If you don’t get a response, submit an evaluation form saying only “No submission received”.
* If you submit your work but don’t get an evaluation back, don’t worry – we’re going to be looking at everything and evaluating them ourselves.
* Don’t worry about your grades. If you don’t get something to evaluate, ping the group that was supposed to send it to you once. If they don’t reply after that, then it’s their problem, not yours!