

## Peer Evaluation of Team Member Contribution

Evaluating others and yourself is a frequent and important part of many professional positions, particularly managerial positions. This part of the course will provide you an opportunity to develop your ability to reflect on and assess the participation of others and yourself in a team assignment. You may want to assess different aspects of each person's contribution, including attendance at team meetings, completing work by deadlines, quality of ideas contributed, quality of work, quantity of work, help in keeping team organized cohesive and progressing toward goals, concern for the feelings of other team members, positive attitude, willingness to listen to other team members and use their ideas, technical ability, and interpersonal skills. However, like is often required in practice, your final assessment of each person must be consolidated into a single unique quantity. Team evaluations affect grades, as described below. Your assessment is a part of your submittal. *Assessments and any comments you make to the instructor are confidential.*

**Your Name:** \_\_\_\_\_ **Submittal Due Date:** \_\_\_\_\_

**Assignment title:** \_\_\_\_\_

Record the names (last name, first name) of *all* the persons in your team below, in alphabetical order by last name. Evaluate the contribution of each team member, *including yourself*, to the assignment by distributing an average of 100 points per team member among the team members (i.e. total points assigned = (team size \* 100 points). *Exactly* (team size\*100) points must be assigned. The points assigned to each team member must be in the range {70, 120}<sup>1</sup>. You must provide a number of points for everyone on the team, including yourself. If you assign points more or less than 100 for any team member you must also use the comment space provided support for your assessment.

<b><u>Team Member Name (Last, First)</u></b>	<b><u>Points</u></b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
<b>Total = (No. of team members) * 100 points =</b> _____	

<sup>1</sup> Explain extreme cases (e.g. a team member did nothing or apparently dropped the course) in the comments. I reserve the right to adjust assessments outside the {70, 120} range in extreme cases.

## **Submitting Your Team Evaluation**

Your team member assessment is due at the same time as the team assignment submittal is due. The assignment grade for an individual will either not be entered if their team assessment has not been received or reduced for that individual based on the lateness of the submittal of the assessment, at the discretion of the instructor. So be sure to submit your assessment on time.

## **Impact of Team Evaluations on Grades**

The average points across all team members for each team member (as a percent) will be multiplied by the team score for the assignment to determine assignment grade for each team member. For example, if the team received a grade of 80 points on the assignment and a student received an average of 90 points on team evaluations that student's grade for that assignment would be  $80 \text{ points} * 90\% = 72 \text{ points}$ . Therefore, it is possible for a team member to receive a better or worse grade than the team as a whole, but the average of the grades assigned to the individual team members will equal the team grade.

### **NOTES**

1. Round to even percents.
2. If you fail to accurately comply with these evaluation guidelines (e.g. your total points assigned does not equal  $100 * \text{number of team members}$ ) the instructor may reduce your evaluation.

**Explanation of evaluations more or less than 100 points** (required for assessments  $\neq 100$ ). **Specify name of team member and basis for assessment. Use the back of this page if necessary.**