

COURSE NAME

Self and Peer Evaluation

Part 1. Self-evaluation.

YOUR NAME:

A. Indicate how strongly you agree or disagree with the following statements:

- | | Strongly
disagree | Strongly
agree |
|---|------------------------------|---------------------------|
| 1. I have been consistently reliable (attend all classes and team meetings and arrive on time; complete assignments fully and meet or exceed all deadlines established by the team). | | |
| 2. I have contributed ideas to the team to the best of my ability (have been an active participant in discussions and sharing of ideas through asynchronous communication, such as email). | | |
| 3. I have actively solicited ideas from my teammates and have been respectful when they offer their ideas to the discussion. | | |
| 4. I am knowledgeable about the subjects we are investigating, and when I encounter gaps in my knowledge, I make efforts to gain the knowledge on my own (rather than ignoring the gap or hoping someone else will know the material!) | | |
| 5. My work has been consistently of a high quality, and it represents the best work of which I am capable. | | |
| 6. I have given input on my teammates' work promptly and to the best of my ability (I take time to carefully peer-edit all my teammates' work, I offer constructive and substantive feedback, and I offer to help my teammates with any work they are struggling with). | | |
| 7. I am familiar enough with the entire project that I could easily take over any of my teammates' work (e.g., his/her sections of the written report, his/her parts of a presentation). | Strongly
disagree | Strongly
agree |

B. Thinking about your rationale for the ratings above, select an overall rating for your performance on this project using the following scale: _____ (Insert one of the words given below.)

Excellent	Consistently went above and beyond—tutored teammates, carried more than my fair share of the load, always contributed work of highest quality
Very good	Consistently did what I was supposed to do, very well prepared and cooperative, work always of high quality, reliable & fully engaged with project team
Satisfactory	Usually did what I was supposed to do, acceptably prepared and cooperative, work of acceptable quality, mostly reliable
Ordinary	Often did what I was supposed to do, minimally prepared and cooperative, work adequate but sometimes of below-average quality, sometimes reliable
Marginal	Sometimes failed to show up or complete assignments, rarely prepared, work often of below-average quality
Deficient	Often failed to show up or complete assignments, rarely prepared, work often of poor quality
Unsatisfactory	Consistently failed to show up or complete assignments, unprepared, work completed of insufficient or poor quality
Superficial	Practically no participation
No show	No participation at all

C. What strengths have you brought to this team project so far?

D. What weaknesses have you brought to the team project so far?

E. Conflict is an inherent component of almost all team endeavors, and is not necessarily bad. What conflict have you noted so far? (This may be a conflict involving you, or a conflict you observed between or among other teammates.) What have you personally done to make sure this conflict has no or limited negative impacts on the team?

Part 2. Peer evaluation:

TEAMMATE #1 (NAME):

A. Indicate how strongly you agree or disagree with the following statements:

	Strongly disagree	Strongly agree
1. He/she has been consistently reliable (attend all classes and team meetings and arrive on time; complete assignments fully and meet or exceed all deadlines established by the team).		
2. He/she has contributed ideas to the team to the best of his/her ability (has been an active participant in discussions and sharing of ideas through asynchronous communication, such as email).		
3. He/she has actively solicited ideas from teammates and has been respectful when they offer their ideas to the discussion.		
4. He/she is knowledgeable about the subjects we are investigating, and when he/she encounters gaps in knowledge, he/she makes efforts to gain the knowledge on his/her own (rather than ignoring the gap or hoping someone else will know the material!).		
5. His/her work has been consistently of a high quality, and it represents the best work of which he/she capable.		
6. He/she has given input on teammates' work promptly and to the best of his/her ability (takes time to carefully peer-edit all teammates' work, offers constructive and substantive feedback, and offers to help teammates with any work they are struggling with).		
7. He/she is familiar enough with the entire project that he/she could easily take over any teammates' work (e.g., teammate's sections of the written report or parts of a presentation).	Strongly disagree	Strongly agree

B. Thinking about your rationale for the ratings above, select an overall rating for your teammate's performance on this project using the following scale: _____ (Insert one of the words given below.)

Excellent	Consistently went above and beyond—tutored teammates, carried more than my fair share of the load, always contributed work of highest quality
Very good	Consistently did what I was supposed to do, very well prepared and cooperative, work always of high quality, reliable & fully engaged with project team
Satisfactory	Usually did what I was supposed to do, acceptably prepared and cooperative, work of acceptable quality, mostly reliable
Ordinary	Often did what I was supposed to do, minimally prepared and cooperative, work adequate but sometimes of below-average quality, sometimes reliable
Marginal	Sometimes failed to show up or complete assignments, rarely prepared, work often of below-average quality
Deficient	Often failed to show up or complete assignments, rarely prepared, work often of poor quality
Unsatisfactory	Consistently failed to show up or complete assignments, unprepared, work completed of insufficient or poor quality
Superficial	Practically no participation
No show	No participation at all

C. What strengths has this person brought to the team project so far?

D. What weaknesses has this person brought to the team project so far?

E. Conflict is an inherent component of almost all team endeavors, and is not necessarily bad. Have you observed that this teammate makes efforts to prevent negative conflict, and if so, what has he/she done to make sure the conflict has no or limited negative impacts on the team?

TEAMMATE #2 (NAME):

A. Indicate how strongly you agree or disagree with the following statements:

- | | Strongly
disagree | Strongly
agree |
|--|------------------------------|---------------------------|
| 1. He/she has been consistently reliable (attend all classes and team meetings and arrive on time; complete assignments fully and meet or exceed all deadlines established by the team). | | |
| 2. He/she has contributed ideas to the team to the best of his/her ability (has been an active participant in discussions and sharing of ideas through asynchronous communication, such as email). | | |
| 3. He/she has actively solicited ideas from teammates and has been respectful when they offer their ideas to the discussion. | | |
| 4. He/she is knowledgeable about the subjects we are investigating, and when he/she encounters gaps in knowledge, he/she makes efforts to gain the knowledge on his/her own (rather than ignoring the gap or hoping someone else will know the material!). | | |
| 5. His/her work has been consistently of a high quality, and it represents the best work of which he/she capable. | | |
| 6. He/she has given input on teammates' work promptly and to the best of his/her ability (takes time to carefully peer-edit all teammates' work, offers constructive and substantive feedback, and offers to help teammates with any work they are struggling with). | | |
| 7. He/she is familiar enough with the entire project that he/she could easily take over any teammates' work (e.g., teammate's sections of the written report or parts of a presentation). | Strongly
disagree | Strongly
agree |

B. Thinking about your rationale for the ratings above, select an overall rating for your teammate's performance on this project using the following scale: _____ (Insert one of the words given below.)

Excellent	Consistently went above and beyond—tutored teammates, carried more than my fair share of the load, always contributed work of highest quality
Very good	Consistently did what I was supposed to do, very well prepared and cooperative, work always of high quality, reliable & fully engaged with project team
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Unsatisfactory	Consistently failed to show up or complete assignments, unprepared, work completed of insufficient or poor quality
Superficial	Practically no participation
No show	No participation at all

C. What strengths has this person brought to the team project so far?

D. What weaknesses has this person brought to the team project so far?

E. Conflict is an inherent component of almost all team endeavors, and is not necessarily bad. Have you observed that this teammate makes efforts to prevent negative conflict, and if so, what has he/she done to make sure the conflict has no or limited negative impacts on the team?

TEAMMATE #3 (NAME):

A. Indicate how strongly you agree or disagree with the following statements:

	Strongly disagree	Strongly agree
1. He/she has been consistently reliable (attend all classes and team meetings and arrive on time; complete assignments fully and meet or exceed all deadlines established by the team).		
2. He/she has contributed ideas to the team to the best of his/her ability (has been an active participant in discussions and sharing of ideas through asynchronous communication, such as email).		
3. He/she has actively solicited ideas from teammates and has been respectful when they offer their ideas to the discussion.		
4. He/she is knowledgeable about the subjects we are investigating, and when he/she encounters gaps in knowledge, he/she makes efforts to gain the knowledge on his/her own (rather than ignoring the gap or hoping someone else will know the material!).		
5. His/her work has been consistently of a high quality, and it represents the best work of which he/she capable.		
6. He/she has given input on teammates' work promptly and to the best of his/her ability (takes time to carefully peer-edit all teammates' work, offers constructive and substantive feedback, and offers to help teammates with any work they are struggling with).		
7. He/she is familiar enough with the entire project that he/she could easily take over any teammates' work (e.g., teammate's sections of the written report or parts of a presentation).	Strongly disagree	Strongly agree

F. Thinking about your rationale for the ratings above, select an overall rating for your teammate's performance on this project using the following scale: _____ (Insert one of the words given below.)

Excellent	Consistently went above and beyond—tutored teammates, carried more than my fair share of the load, always contributed work of highest quality
Very good	Consistently did what I was supposed to do, very well prepared and cooperative, work always of high quality, reliable & fully engaged with project team
Satisfactory	Usually did what I was supposed to do, acceptably prepared and cooperative, work of acceptable quality, mostly reliable
Ordinary	Often did what I was supposed to do, minimally prepared and cooperative, work adequate but sometimes of below-average quality, sometimes reliable
Marginal	Sometimes failed to show up or complete assignments, rarely prepared, work often of below-average quality
Deficient	Often failed to show up or complete assignments, rarely prepared, work often of poor quality
Unsatisfactory	Consistently failed to show up or complete assignments, unprepared, work completed of insufficient or poor quality
Superficial	Practically no participation
No show	No participation at all

G. What strengths has this person brought to the team project so far?

H. What weaknesses has this person brought to the team project so far?

I. Conflict is an inherent component of almost all team endeavors, and is not necessarily bad. Have you observed that this teammate makes efforts to prevent negative conflict, and if so, what has he/she done to make sure the conflict has no or limited negative impacts on the team?

Part 3. How will these evaluations be used?

A. Formative assessment: How can I use the evaluations to improve my own and my team's progress?

Team cohesion and function can affect the successful outcome of a collaborative project. In addition, team evaluations will be used to determine your final grade, so it is critical that you understand how your teammates evaluate your contributions and that you have a chance to discuss your performance with teammates in time to adjust your participation, if necessary.

Everyone will complete evaluations three times during the term, and you will receive feedback on each iteration. You will see average scores for all teammates for all numerical questions and a summary of qualitative responses. This will enable you to understand how your teammates see your work. However, **specific responses will remain anonymous.**

RESERVE FACE-TO-FACE TIME (e.g., in class) TO DISCUSS OUTCOMES OF PEER EVALUATIONS. It is important to seek constructive feedback on how you can improve your performance, and to discuss strategies for improving team performance overall.

B. Summative assessment: How will these evaluations affect my grade??

1. Your work will be evaluated as a group grade for all assignments, project components (proposal and final report and presentations), and the project website. At this point, all team members receive the same preliminary grades for project components.
2. For part B on the self- and teammate-evaluation forms, individual verbal ratings are converted to numbers:

Excellent = 100

Very good = 87.5

Satisfactory = 75

Ordinary = 62.5

Marginal = 50

Deficient = 37.5

Unsatisfactory = 25

Superficial = 12.5

No show = 0

You will complete evaluations **three times** during the term; ratings will be averaged (e.g., if teammate 1 rates teammate 2 as "excellent", "satisfactory", and "ordinary", teammate 1's average rating for teammate 2 will be $(100+75+62.5)/3$)

3. On a spreadsheet, numerical ratings received by team members are entered in rows. Students' ratings of themselves and their teammates are shown in columns; shaded cells indicate self-assessments. See example below.
4. Individual ratings are averaged to obtain an "individual average", and all ratings are used to calculate an overall "team average". The adjustment factors are calculated as individual average divided by team average. There is an **upper limit of 1.05 on any individual student's adjustment factor**.

Individual project grade = (team grade) x (adjustment factor).

Team project grade: 80								Individual project grade
Name	Betty's ratings	Carlos's ratings	John's ratings	Angela's ratings	Individual average	Team average	Adjustment factor	
Betty	87.5	87.5	75	87.5	84.4	82.0	1.02	82
Carlos	87.5	100	87.5	87.5	90.6	82.0	1.05	84
John	62.5	75	50	75	65.6	82.0	0.80	64
Angela	87.5	87.5	87.5	87.5	87.5	82.0	1.05	84

5. **NOTE: ALL RATINGS will be examined for anomalies, and the instructor reserves the right to disregard anomalous ratings.**
6. At the end of the course, you will receive information on your final grade and your adjustment factor.