

MIC 419 Spring, 2007
Assessment of Contributions to Team Project¹

It is important for all members of the team to assess the contributions each member of the team made to the work of the team. This score will be factored into the Proposal grade. Your assessment of your teammates' contribution should be based on the following factors:

- ✓ **Preparation** – were they prepared when you met as a team?
- ✓ **Contribution** – Did they contribute productively to team discussions and work?
- ✓ **Respect for others' ideas** – Did they encourage others to contribute their ideas?
- ✓ **Flexibility** – Were they flexible when disagreements occurred?

It is important that you raise the evaluations of people who truly worked hard for the good of the group and lower the evaluation of those you perceived not to be working as hard on group tasks. Those who contributed should receive the full worth of the group's grades; those who did not contribute fully should receive only partial credit. Your assessment will be used to determine the proportion of the group's points that each member receives.

Evaluate the contributions of each person in your group except yourself, by distributing 100 points among them. Include comments for each person.

Group # _____ Points Awarded

1. Name _____
Reasons for your evaluation: _____

2. Name _____
Reasons for your evaluation: _____

3. Name _____
Reasons for your evaluation: _____

4. Name _____
Reasons for your evaluation: _____

Your name _____ Total = 100 points

¹ Based on Michaelsen, L. K. and L. D. Fink, "Calculating Peer Evaluation Scores", in Michaelsen, L. K., A. B. Knight, and L. D. Fink (ed.), **Team-Based Learning**, Praeger Publishers, London, 2002.

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Feedback on Class and Team Process

Complete individually and then discuss as a team.

1. What could the instructor do that would help most to improve the class?

2. List several ways in which team members have helped your team to be successful and identify the members who are particularly good at each one so that you can share your perceptions with the team.

3. What could members of your team do that would help most to improve your group's performance?

