

# Peer Evaluation Form

## Motivation

Use this form to **evaluate the contributions of your group members** to the project. Failure to hand in this form will lead to the assumption that you did not contribute anything to your group project. Note that these evaluations are confidential and will **never be shown to your group members**. Please respond as honestly and professionally as possible!

Group contributions encompass issues such as: *1. Group Participation* (attends meetings regularly and is on time), *2. Time Management & Responsibility* (accepts fair share of work and reliably completes it by the required time), *3. Adaptability* (displays or tries to develop a wide range of skills, readily accepts changed approach or constructive criticism), *4. Creativity/Originality* (problem-solves when faced with impasses or challenges, originates new ideas, initiates team decisions), *5. Communication Skills*: (effective in discussions, good listener, capable presenter, proficient at diagramming, representing, and documenting work), *6. General Team Skills* (positive attitude, encourages and motivates team, supports team decisions, helps team reach consensus, helps resolve conflicts in the group).

The list above is just for guidance and we do not ask you to evaluate your group members in each of those aspects individually. Instead, you will give one single evaluation based on how much and **how effective you think that they have overall contributed** to the group's final products. Note that more effective individuals can contribute more to the output with less time committed. Life is not about time present, but ultimate impact.

## Evaluation

Please allocate a **total of 100±1 points** among your team members, including yourself, with **higher points going to those members who contributed most**, e.g., (33/33/33/33) or (20/20/20/20/20) if all team members contributed equally, or 70/30 (40/40/20) if one member was substantially working less, or (50/25/25) if one member has contributed double than others, etc. Put yourself in the first slot, and if you feel that you have not participated as much as other people, rate yourself accordingly.

Your Group #:  Focus of your Group Project:

	Name	Points
Yourself:		
Member 2:		
Member 3:		
Member 4:		
(Member 5):		
<b>Total (you will need to do the math):</b>		<b>100</b>

## Explanations

In the box below, you can optionally assess your team member's individual contributions with descriptive comments. For example, did any team member(s) make less than average contributions? Were there any special circumstances that resulted in the less than average contribution (e.g., extended sickness)? Did any team member(s) make outstanding contributions? Was there any team member you helped you understand topics you previously did not understand? Was there a change in your team members (e.g., dropped or added)? Or you feel that your point allocation needs further explanations? Please describe briefly giving concrete examples.

## NAMING CONVENTION

Assuming your name is "Paul Kalkbrenner" and your group number is "3", then rename this Word document as "**G03\_Kalkbrenner.pdf**" (note the two digits for group number). Submit the file on Blackboard by the specified deadline.