

## Team Evaluation Form Instructions (Rev 2\_17)

Each team member is to complete the Team Evaluation form. The form is in three parts. a) Record of Individual Contribution, b) Assessment on Attributes of team members and c) Member Evaluation Scoring.

a) **Record of Individual Contribution** – Show a timeline of your specific contributions to the case by keeping a log, by week, with description of your efforts. This log should be consistent with the final Gantt chart submitted by the team. It should identify which section of the case was being worked on, type of contribution (participating in discussions, Minitab work, writing, reviewing, etc.) and who you were working with.

b) **Assessment on Attributes** - Evaluate yourself and team members in the categories as listed below using the description as a basis for the assessment level. You need only put a mark in the corresponding box. If "Needs Improvement" is checked, you must write a comment to explain the rating.

### Share of workload

Outstanding - Student did more than his/her fair share of the case.

Good - Student willingly did fair share of the case.

Satisfactory - Student did fair share after prompting from team members.

Needs Improvement - Student did not do fair share of the work on the case.

### Technical Contribution

Outstanding - Student had good grasp of case concepts and coached other students to understanding.

Good - Student understood most concepts and made positive contributions to technical discussions.

Satisfactory - Student showed understanding of the most concepts by completion of the case.

Needs Improvement - Student showed little understanding of many of the concepts in the case.

### Professionalism

Outstanding - Always showed up to meetings on time and prepared. Stayed focused in meetings and often led discussion. Completed tasks in timely manner. Provided leadership to group.

Good - Always showed up to meetings on time and prepared. Stayed focused in meetings and participated in discussion.. Completed tasks in timely manner.

Satisfactory - Usually showed up to meetings on time and prepared. Generally stayed focused in meetings and contributed to discussion. Usually completed tasks in timely manner.

Needs improvement - Often failed to show up or complete tasks, rarely prepared. Lack of focus in meetings and limited contributions to discussions.

### Attitude

Outstanding - Positive attitude. Enthusiastic about project Encourages others and seeks consensus.

Good - Positive attitude. Cooperative, friendly. Helped create harmonious work environment.

Satisfactory - Cooperative, but not really focused on learning or the project.

Needs improvement - Negative attitude towards fellow team members and the project.

c) **Evaluation scoring** - You can distribute points defined as a total of 100 points per team member including yourself. The points will reflect the relative contribution of the member to the success of the project. Consider the attributes above in determining your point allocation.

In general, a score above 100 would indicate the member went above and beyond compared to other members. A score 95 to 100 indicates very good contributions, but not exceptional. 90-95 indicates a satisfactory team member. Below 90 indicates a member needs improvement in one or more areas. (These are just guidelines, not rules.)

Example: With 4 people on a team, you can distribute 400 points. You may give the person that did the most work 105 points, the person that did less than their share 95 points and the other two members 100 points each. The total is then 400.

**The evaluation score will impact student grades.** A team member's evaluation score is the average of the scores received (including their own). This score is divided by 100 then multiplied by the raw score of the case to get the individual student's grade\*.

Example: 4 members are on a team. Student X receives evaluation scores of 90, 90, 100 and 100. Average of these is 95. If the raw case score is 88, the team member score is  $(88) * (95/100) = 83.6$

\*A cap of 10 points over the raw score is imposed, but there is no lower limit on the score. Extenuating circumstances relative to dysfunctional teams will also be considered.

Member evaluation forms are confidential and will not be shared with other team members. All students do have the right to know their composite evaluation score upon request.

**Rubric for grading** (This is an individual assignment grade)

3 - Contribution log

- Log shows consistent contribution through the life of the project
- Activity is detailed enough to determine the tasks performed
- Activity recorded is consistent with the Gantt chart submitted by the team.

1- Assessment of member attributes

- Attribute evaluations for all members is complete.
- Where low rating or points are given, explanation is provided.

1 – Evaluation scoring

- Point distribution is completed according to the instructions given.
- Point distribution makes sense given the assessment of member attributes shown

**Team Evaluation Form (Rev 2\_17)**

**a. Record of Individual Contribution**

<b>Week</b>	Dates – enter dates of week consistent with your Gantt Chart
<b>Hours effort</b>	<b>Contribution - identify which specific section of the case was being worked on, type of contribution (such as participating in discussions, Minitab work, writing, reviewing, etc.) and who you were working with.</b>

<b>Week 1</b>	Dates:
<b>Week 2</b>	Dates:
<b>Week 3</b>	Dates:
<b>Week 4</b>	Dates:
<b>Week 5</b>	Dates:
<b>Week 6</b>	Dates:
<b>Week 7</b>	Dates:
<b>Week 8</b>	Dates:
<b>Week 9</b>	Dates:

## Team Member Evaluation Form (Rev 2\_17)

### b) Assessment on Attributes

1) <b>Your</b> name:	Outstanding	Good	Satisfactory	Needs Improvement	Comments
Share of workload					
Technical Contribution					
Professionalism					
Attitude					

2) Member name:	Outstanding	Good	Satisfactory	Needs Improvement	Comments
Share of workload					
Technical Contribution					
Professionalism					
Attitude					

3) Member name:	Outstanding	Good	Satisfactory	Needs Improvement	Comments
Share of workload					
Technical Contribution					
Professionalism					
Attitude					

4) Member name:	Outstanding	Good	Satisfactory	Needs Improvement	Comments
Share of workload					
Technical Contribution					
Professionalism					
Attitude					

### c) Evaluation Scores/Point Allocation

	Member Name	Points awarded
(self) 1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____

Total \_\_\_\_\_ (must equal # members x 100)