

## Team Member Assessment Procedure

Please submit a peer assessment of your partners for the Individual Semester Project. Submit the assessment within one week of the date on which you submit the report for your project. You will award a **total of 10 points among your team members**. You can distribute the points any way you want. For example, assume that Team Member A was a very good team member and that Team Member B was a poor team member. You could award 8 points to Member A and 2 points to Member B. You can award all 10 points to one team member and 0 points to the other. Please do not award “half points” – like 3.5 for Team Member A and 6.5 for Team Member B. Do not award more than a **TOTAL of 10 POINTS** for both members. Submit the assessment by e-mail. List each partner and indicate the number of points (out of 10) that you want to award to each individual. No other information is needed. Title the e-mail **yourlastname\_partner assessment**

Please consider the following questions as you decide how to distribute the 10 points among your partners.

1. Did the partner devote time and effort to reviewing your work?
2. Was the teammate fully prepared to provide input for your work?
3. Did the partner provide ideas and suggestions to improve your project?
4. When the partner asked you for input about his/her project, did the individual provide you with the information you needed to be able to provide good input?
5. Was the individual professional in his/her interactions with you (timely, polite, responsive, etc.)?