

## Team Member Assessment Procedure

Please submit a peer assessment of your team members for the Small Group Projects. Submit the assessment within one week of the date on which your group submits the report for each 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 member of your team and indicate the number of points (out of 10) that you want to award to each member. No other information is needed. Title the e-mail **yourlastname\_team assessment**

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

1. Did the teammate provide leadership for the group's work?
2. Did the teammate participate fully in group activities and tasks?
3. Did the teammate provide ideas and suggestions to improve your report for the assignment?
4. Was the teammate fully prepared (had read needed material, had clearly spent time thinking about the assignment, etc.) to participate in the group activities and tasks?
5. Did the teammate complete a fair share of the total work for the assignments?
6. Was the teammate professional in his/her interactions with other team members (timely, polite, responsive, etc.)?