

## Team Member Assessment Procedure

**You will award a total of 50 points among your team members. Do not award any points to yourself.** You can distribute the points any way you want. For example, for a team of four you award 50 points to the other three members of your team. Assume that Team Member A was a very good team member, Team Member B was a poor team member, and Team Member C somewhere “in between.” You could award 25 points to Member A, 10 points to Member B, and 15 points to Member C. Assume that Team Member A was an excellent team member in your assessment, but both B and C were weak. You could also award all 50 points to Team Member A, 0 points to Team Member B, and 0 points to Member C – or 30 points to A, 10 to B, and 10 to C. Do not award “half points” (e.g., three scores of 16.66). Do not award more than a total of 50 points for all team members.

Submit the assessment under assignments on Canvas on the dates indicated at the course website. Do not submit a document. Submit the scores in the dialogue box for that date. Give the first and last name of each member of your team and indicate the number of points that you want to award to each member. **Do NOT provide any other information** – just the first and last name of the person and the number of points.

Please consider the following questions as you decide how to distribute the 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.)?