

## Team Member Assessment Procedure

Assess the contribution of each member of your team on two occasions – once for Assignment 3 and once for Assignment 4. Do **not** award any points to yourself. You are assessing the other members of your team only. You may have a team of four or five persons (counting you) for Assignment 3. In either case, award a **total of 25 points** to the other members of your team. I will adjust the scores when I enter them to remove the disparity in scores for people on larger teams – do not be concerned. No one will receive fewer points simply because they were on a team of five instead of a team of four. The total points each person receives consists of the **COMBINED** score that each team member awards him/her. E.g., if there are four team members, you and three other people, your score will be the sum of points the other three team members give you. This could be 7, 9, and 7, for example. In this case, your total score would be 23. It could also be 11, 9 and 10 in which case you would receive 30 points (more than 25 obviously). Distribute the points any way you want. **Do not award “partial points”** – like 7.5 for Team Member A and 8.8 for Team Member B. I will simply drop the number after the decimal point when I enter the number into the grade book and the end result will be that you did not award the full points which will sort of “cheat” your teammates. You can award fewer than 25 points. If you feel that all of your fellow team members were poor contributors, you might award 5 points to Member A, 3 points to Member B, and 2 points to Member 4, for example., for a total of only 10 points. That is fine.

Submit the assessment for Assignment 3 under Team Member Assessment for Assignment 3 as text – NOT as a Word document.

List the last name of each member of your team and indicate the number of points that you want to award to each member. I do **NOT** want any comments. **The names of each team member and the number of points assigned to each is ALL of the information you should enter.** Use last names. Here is what I should see on your assessment:

Swisher - 8 points

Alvarez - 7 points

Abediya - 10 points

Consider the following factors as you decide how many points to award to your team members. I do **NOT** want to know your answers to the questions below.

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