Peer Assessment

(For Step 6)

Some professors may require peer assessment as part of your assignment and part of your grade. To know where you stand with your team *before it counts toward your grade*, use this form to give each other feedback that will help each member do their best and move the team toward completing the assignment well and on time.

Even if peer feedback is not required, it’s still helpful for preventing problems and saving time. Decide at your first meeting whether to use this form. If you agree to use peer feedback, write it into your project plan document as one of your project tasks.

Instructions: Fill out this form for each member on your team. Bring them to a designated meeting to distribute the feedback to each member of the team. You may choose to give anonymous feedback, but this decision should be made together ahead of time.

After reading your peer feedback, take turns summarizing it to the team by stating a couple things you were rated highly on, and a couple of areas for improvement. If you are surprised by any of your feedback, discuss that with your team, too. Remember to focus your discussion only on those behaviors that affect the team’s ability to function productively.

As a team, decide if the action steps are sufficient or brainstorm additional ways you can perform better as a team. Also, decide as a team whether you want to repeat the process later in the semester or not.

If you need guidance on how to perform better on this team, talk to someone you trust – a friend, advisor, professor, or TA.

Name of team member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person providing feedback:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dependability

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  Always |  Usually |  Sometimes |  Rarely |  Never |
| Comes to our meetings prepared. | 5 | 4 | 3 | 2 | 1 |
| Does the assigned tasks well. | 5 | 4 | 3 | 2 | 1 |
| Does the assigned tasks on time. | 5 | 4 | 3 | 2 | 1 |
| Responds in a timely way to project-related texts and emails. | 5 | 4 | 3 | 2 | 1 |

Team Player

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  Always |  Usually |  Sometimes |  Rarely |  Never |
| Seems invested in the team doing well. | 5 | 4 | 3 | 2 | 1 |
| Exhibits friendly professionalism. | 5 | 4 | 3 | 2 | 1 |
| Is respectful of others. | 5 | 4 | 3 | 2 | 1 |
| Has taken on a fair share of the work. | 5 | 4 | 3 | 2 | 1 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  Always |  Usually |  Sometimes |  Rarely |  Never |
| Proposes (but doesn’t force) new ideas, suggestions, courses of action. | 5 | 4 | 3 | 2 | 1 |
| Builds on or extends proposals made by other people. | 5 | 4 | 3 | 2 | 1 |
| Expresses support for other people’s opinions or ideas. | 5 | 4 | 3 | 2 | 1 |
| Disagreement with other people’s opinions or ideas is done respectfully. | 5 | 4 | 3 | 2 | 1 |
| Accepts or respectfully negotiates when others disagree with his/her ideas. | 5 | 4 | 3 | 2 | 1 |
| Invites views or opinions from team members who are not actively participating in the discussion. | 5 | 4 | 3 | 2 | 1 |

Meeting Participant: