

# CE 4067 – Team Member Evaluation Form

This form must be received by the instructor no later than 5:00 pm on Monday of finals week. The method of delivery may include hand it in, place it in the instructor's mail box, e-mail a scanned pdf/jpeg, or U.S. mail.

Student Name: \_\_\_\_\_

Team/Project: \_\_\_\_\_

List 2 main accomplishments you have contributed to your project this Semester:

- \_\_\_\_\_
- \_\_\_\_\_

List 1 thing you wish you had done better:

- \_\_\_\_\_

Do you think you adequately served your client this semester (yes/no)? \_\_\_\_\_

Do you think your team adequately served your client this semester (yes/no)? \_\_\_\_\_

Do you think your team provided valuable information to your client (yes/no)? \_\_\_\_\_

What do you wish your team had done differently?

- \_\_\_\_\_

What letter grade (A, B, C, D, or F) do you think you have earned in this class: \_\_\_\_\_

## **With respect to grading your fellow team members, your two options are:**

**1.** If you feel everyone contributed equally to your project (meaning everyone receives a 95% for the team evaluation score) check this box:

**2.** If you do not feel that everyone contributed equally and therefore should not be compensated equally, state ALL of your team members names (except yourself), their corresponding score of 1 to 10 (defined below) that would indicate how much they have earned, and the reason. Use the space on the back if needed. Please refer to the score descriptions (0-10) below.

- |   |  |
|---|--|
| 10. Perfect, Flawless, Leader, and Overachiever               | (100%) - Not everyone can earn 100%        |
| 9. Excellent and always present, cooperative                  | (90%)                                      |
| 8. Above average – took on tasks                              | (80%)                                      |
| 7. Average, but could have done more                          | (70%)                                      |
| 6. Good - but needed to contribute more to be up to par       | (60%)                                      |
| 5. Needed to do more to help out                              | (50%)                                      |
| 4. Below average – had to be prodded to do work               | (40%)                                      |
| 3. Significantly below average, slacker, unwilling to jump in | (30%) – there will be additional penalties |
| 2. Not motivated to do project                                | (20%) – there will be additional penalties |
| 1. Unacceptable, negligible contribution, brought others down | (10%) – there will be additional penalties |
| 0. Usually missing and/or counterproductive                   | (0%) – there will be additional penalties  |

Name

Grade (0-10) Reason

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
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