

# VIP and Peer Evaluation



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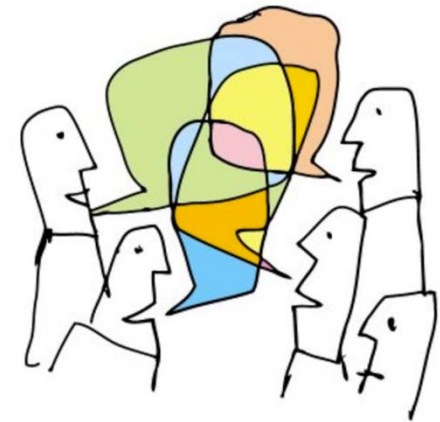
**[www.MWFTR.com/VIPatHOWARD.html](http://www.MWFTR.com/VIPatHOWARD.html)**

# Reminder: Team

- “A team is a small number of people with complementary skills who are committed to a common purpose, set of performance goals, and approach for which they hold themselves mutually accountable” --- Katzenbach & Smith
  - Small group
  - Complementary skills
  - Common Purpose
  - Mutual Accountability
- Key to Team Success
  - Balance between Task and Relationship

## Peer Evaluation – Rationale

- **Teamwork & Fairness**
- Evaluation of each team member's strength and weakness in terms of **Tasks** and **Relationships**
- Each member fill out the form individually
- Submit the form individually via **email (when required) – at the end of each semester**
- The submitted evaluation forms and results are kept confidentially by the advisor and the instructor.
- But will be used in grading



# Peer Evaluation Form

- For each item (we have 10 items) a team is given a sum of money allocated to \$500 per member.
- For each item, distribute the sum to each member according to his/her performance on the item
- The **same scores** for all members are **not accepted nor counted**.
- $P = [\text{Total Amount of Money}]/5000$

## Peer Evaluation

		Write each member's LAST name below (including yours)				
1	Works cooperatively to complete team assignments					
2	Prepares for, arrives on time, and attends meetings					
3	Makes positive contributions to meetings					
4	Work is of high quality and completed on time					
5	Brings a creative spark to the team					
6	Supports and respects other members' efforts and opinions					
7	Is able to give and receive feedback effectively					
8	Is responsible and accessible					
9	Is enthusiastic about the project and energetic					
10	Demonstrates effective leadership, keeps team focused, and elevates the work of the entire team					
	<b>TOTAL</b>					4