

## How to use this document

This document was created to provide you with a source of options for gathering data on teamwork assignments and projects. You may choose to adopt one of the examples as is, combine elements from several of the examples, or use the examples to identify characteristics that correspond to particular aspects of your assigned work, course content, or student population.

The following pages have been divided into 3 sections:

### **1. Survey Questionnaires**

4 different examples of questionnaires that can be distributed to team members to evaluate group function

### **2. Evaluation Criteria (4 examples)**

4 examples of different kinds of criteria that you might ask students to use to guide their ratings of other individual team members

### **3. Ratings Scales (3 examples)**

3 examples of ratings scales (e.g. excellent, very good, ... poor, unacceptable, no show) with associated criteria.

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## Team Assessment Survey Questions

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### Example 1

1. Overall, how effectively did your team work together on this project?  
Poorly                  Adequately                  Well                  Extremely Well
  2. What percentage of your team participated actively and was fully prepared most of the time?
  3. Give one specific example of something you learned from the team that you probably would not have learned working alone.
  4. Give one specific example of something the other team members learned from you that they probably would not have learned otherwise.
  5. Suggest at least one change the team could make could be made to improve its performance or the project.
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### Example 2

In your team, take a 5-10 minutes to discuss and answer these questions about your team's function. Focus your discussion on the *process* -- what you experienced, felt and thought while working together.

1. What are three ways you did well in functioning as a team?
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  2. What problems have you had interacting as a team?
  3. What is a specific action that would help the team function and interact *even better* next time?
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**Example 3**

1. Overall, how effectively has your team been working together on this project?
 

1	2	3	4	5
not at all	poorly	adequately	well	extremely well
2. How many of the team members participated actively most of the time?
3. How many of you were fully prepared for the teamwork most of the time?
4. Give one specific example of something you learned from the team that you probably would not have learned on your own.
5. Give one specific example of something other team members learned from you that they probably would not have learned without you.
6. Suggest one specific, practical change the team could make that would help improve everyone's learning.

**Example 4**

Please answer all questions below from your own perspective. If you cannot answer a question, please explain why the information is unavailable.

1. What specific goals is the team trying to accomplish? Please list the goal(s) in *your* priority order. Do you think the team basically agrees on the contents of this list?
2. What activities has the team specifically chosen to undertake or assign in order to achieve its goals? Which activities, if any, are particularly effective?
3. Does each team member have specific, even unique, responsibilities that help the team attain its goal(s)? List all team members by name and their individual responsibilities.
4. Do you find the work of your team stimulating and worth your time? How many hours per week do you spend working with this team? \_\_\_\_\_ Hours/week. In the table below, enter the percentage of these hours spent in each category of effectiveness.

Very Effective	Effective	Marginally Effective	Not effective

5. Does the team have the resources (e.g., organization, communication, leadership, talents, time) to achieve its goals? What additional resources are needed for real effectiveness?

## Evaluation Criteria

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### Example 1

Attending scheduled meetings  
Contributing to discussions  
Attempting to communicate clearly and with civility  
Listening effectively  
Accepting criticism gracefully  
Completing tasks fully and on time

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### Example 2

Independence of thought and action  
Creativity in approach to problem  
Scientific attitude  
Determination and effort  
Effective use of time  
Leadership  
Contribution to team effort  
Input in preparation of web page  
Completion of assigned or agreed-upon responsibilities  
Completion of assigned or agree-upon tasks on time  
Participation in team meetings  
Quality of written contribution to team effort

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### Example 3

Complete  
Accurate  
Comprehensible  
Good introductory overview  
Overall completeness of argument  
Clear statement of methodology and solutions  
Logical arrangement and presentation of information  
Credible  
Expression of objective attitudes  
Conclusive  
Cohesive presentation  
Citation of sources

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**Example 4**Work-Related Performance

Comprehension:	Seemed to understand requirements for assignment
Problem identification & solution:	Participated in identifying and defining problems and working toward solutions
Organization:	Approached task (such as time management) in systematic manner
Acceptance of responsibility:	Shared responsibility for tasks to be accomplished
Initiative/motivation:	Made suggestions, sought feedback, showed interest in team decision making and planning
Creativity:	Looked at ideas from viewpoints different than the usual ways
Task Completion:	Followed through in completing own contributions to team project
Attendance:	Attended planning sessions, was prompt, and participated in decision making

Work-Related Interactions with Others

Collaboration:	Worked cooperatively with others
Participation:	Contributed “fair share” to team project, given the nature of individual assignment
Attitude:	Displayed positive approach and made constructive comments in working toward goal
Independence:	Carried out tasks without overly depending on other team members
Communication:	Expressed thoughts clearly
Responsiveness:	Reacted sensitively to verbal and nonverbal cues of other team members

### Rating Scales

(for use by students to rate fellow team members on identified evaluation criteria)

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#### Example 1

Excellent	Consistently went above and beyond; tutored teammates, carried more than his or her fair share of the load
Very Good	Consistently did what he or she was supposed to do, very well prepared and cooperative
Satisfactory	Usually did what he or she was supposed to do, acceptably well prepared and cooperative
Ordinary	Often did what he or she was supposed to do, minimally well prepared and cooperative
Marginal	Sometimes failed to show up or complete tasks, rarely prepared
Deficient	Often failed to show up or complete tasks, rarely prepared
Unsatisfactory	consistently failed to show up or complete tasks, unprepared
Superficial	Practically no participation
No Show	No participation at all

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#### Example 2

Excellent	present for every meeting; contributed to the highest degree; worked very hard
Good	present at all meetings; contributed well and regularly; worked hard
Fair	present at all but one or so meetings; contributed from time to time; showed some effort
Poor	missed two or so meetings; contributed when prompted; showed little effort
Barely Acceptable:	missed several meetings; present but hardly contributed; showed very little effort.
Unacceptable	was not present at all; did not contribute to effort at all; showed no effort at all