

TEAM MEMBER EVALUATION FORM[†]

The following evaluation of your team members is a tool to help improve your experience with group work. Its purpose is to determine those who have been active and cooperative members as well as to identify those who did not participate. Be consistent when evaluating each group member's performance by using the guidelines below.

1 – never 2 – rarely 3 – sometimes 4 – usually 5 – always

Name of student being evaluated: _____

Circle your responses.

- | | | | | | |
|--|---|---|---|---|---|
| • Has the student attended team meetings? | 1 | 2 | 3 | 4 | 5 |
| • Has the student made a serious effort at assigned work before the team meetings? | 1 | 2 | 3 | 4 | 5 |
| • Has the student made a serious effort to fulfill his/her team role responsibilities on assignments? | 1 | 2 | 3 | 4 | 5 |
| • Has the student notified a teammate if he/she would not be able to attend a meeting or fulfill a responsibility? | 1 | 2 | 3 | 4 | 5 |
| • Does the student attempt to make contributions in group meetings? | 1 | 2 | 3 | 4 | 5 |
| • Does the student listen to his/her teammates' ideas and opinions respectfully and give them careful consideration? | 1 | 2 | 3 | 4 | 5 |
| • Does the student cooperate with the group effort? | 1 | 2 | 3 | 4 | 5 |

Based on your responses to these questions, assign an overall rating on the following scale:

_____ (Insert one of the given words.)

- | | |
|-----------------------|---|
| Excellent | Consistently carried more than his/her fair share of the workload |
| Very good | Consistently did what he/she was supposed to do, very well prepared and cooperative |
| Satisfactory | Usually did what he/she was supposed to do, acceptably prepared and cooperative |
| Ordinary | Often did what he/she was supposed to do, minimally prepared and cooperative |
| Marginal | Sometimes failed to show up or complete assignments, rarely prepared |
| Deficient | Often failed to show up or complete assignments, rarely prepared |
| Unsatisfactory | Consistently failed to show up or complete assignments, rarely prepared |
| Superficial | Practically no participation |
| No show | No participation at all |

[†]Adapted from a form reprinted in B. J. Millis and P. G. Cottell, Jr., Cooperative Learning in Higher Education Faculty, Oryx, Phoenix, 1998.