

## How Peer Evaluations by Team Members Were Used in Calculating Individual Scores On the Project Report Paper

At the end of the course I sent a group email to all students, reminding them to send me an email with evaluations for each team member, including themselves. The email included the following instructions for completing the team peer evaluations:

As I have mentioned in class, each student needs to email me an evaluation of all team members for their participation/contribution on the Project Report paper. Your email should: (a) list all team members (including yourself); (b) include a evaluation score for each member of your team (including yourself) on a scale of 0-100%. If all members made a serious attempt to make a full contribution to completing the paper, then each person would receive a score of 100%. However, if one or more team members could not make a full contribution (for whatever reason), their percentage on your evaluation should reflect that reduced contribution. If I don't receive your evaluation by Sunday at midnight your evaluations for all team members will be recorded as 100%.

The information from the peer evaluations were used to supplement my observations of individual team members' performance, and provided additional data for contributions to the Project Report paper work that I could not directly observe.

The basic process of using the peer evaluations was designed to give each member the best possible evaluation, given their active participation and contribution to the Project Report paper, and involved the following steps.

1. I calculated an average of all team members' evaluations (including their own) for each team member.
2. A default score of 100% was assigned to all team members for any team member who didn't submit an evaluation.
3. Each team member's lowest evaluation was eliminated from the calculation of the average.
4. The resulting average evaluation score for each team member was then applied to the overall score I assigned to the team's Project Report paper.

### EXAMPLE:

I assign a score of 85 to the team's Project Report paper, and all team members have made an optimal contribution to the paper and have an average evaluation of 100%. Result: Each member gets an individual score of 85. However, if one of the team member's average evaluation score was 95% (instead of 100%), they would have an individual Project Report paper score of 80.75 ( $85 \text{ paper score} \times 95\% = 80.75$ ).

### **Possible Re-evaluation of Individual Project Report Paper Score**

As I mentioned, this procedure is designed to give you the highest possible evaluation, given your contribution to the Project Report paper. However, it's very important to me that you receive full credit for your contributions. So, if you feel your score does not reflect your actual contribution to the final Project Report paper, you can send me the following for a possible re-evaluation of your individual paper score:

1. A detailed description of your assigned contribution to the final paper (i.e., what section[s] were you responsible for?)
2. The original written materials you submitted that were supposed to fulfill your responsibilities for your section(s) of the final paper.

**IMPORTANT NOTE:** If you submit your Project Report materials for re-evaluation I will be doing a completely new evaluation of the work you submitted. That means that, although your individual paper score could improve if I agree that your materials deserved a higher score, if after reviewing your original materials I think that you actually received too much credit for your work, your individual paper score could be reduced.