

## PEER ASSESSMENT

### Group Work



The ability to work in a team is an important characteristic to possess. Like most abilities, this specific ability can be improved and developed through practice, experience and reflection. In this class, you will have the opportunity to work in a team and learn about your ability to work in a team.

### **What is expected of me within my team?**

Every team is unique and each team member has a different expectation as to the role of individual members. For the purpose of peer assessment, your effectiveness within your team is defined as whether or not you have met the expectations of your team members. In order to standardize these expectations, this evaluation process provides broad dimensions to guide the evaluations.

These four dimensions are:

#### ***COOPERATION***

- Actively participating in meetings
- Communicating within the group
- Co-operating within the group
- Assisting team mates when needed
- Volunteering for tasks

#### ***CONCEPTUAL CONTRIBUTION***

- Researching and gathering information
- Quality of individual contribution
- Suggesting ideas
- Tying ideas together
- Identifying difficulties
- Identifying workable approaches

#### ***PRACTICAL CONTRIBUTION***

- Writing of the report(s)

- Reviewing others' report(s) or sections
- Providing constructive feedback on the report(s) or the presentation
- Contributing to the organization of the work
- Contributing to the preparation of presentation(s) (if appropriate)

#### ***WORK ETHIC***

- Displaying a positive attitude
- Respecting team members
- Respecting commitments
- Respecting deadlines
- Respecting ideas
- Arriving on time for group meetings
- Attending scheduled meetings

### **How will my effectiveness as a team member be measured?**

Your performance, and that of your team members, will be evaluated using a web-based system that requires you to:

- 1) Rate your team members
- 2) Write comments about your team members

### 1) Rating your peers

You will be asked to assess your peers' performance along the four dimensions listed above (i.e., cooperation, conceptual contribution, practical contribution, and work ethic). You will be given a total of 10 points per team member (not including yourself). For example if you are in a team of six you will have 50 points to be divided amongst your team members. The most common question is why you can't just rate your team members out of 10. The answer is that if one of your team members merits less than 10 someone else will have had to do more work to complete the project, so s/he should get more than 10 points.

### 2) Write comments about your peers

You will also be asked to provide narrative comments about each of your peers. Keep the following in mind when writing comments:

- a) Focus on behaviour(s). Write about what the person did. Be specific; this helps the person receiving the feedback understand what s/he did.
- b) Explain the result of the behaviour(s). Describe, in detail, the outcome(s) of your team member's action. This will help him or her understand the implications of what s/he did.

Poor comment	Good comment
Robert does not work hard!	For our second meeting, we all agreed that you were supposed to provide us with a report of market trends in the automobile industry. You forgot to do it and we had to postpone the meeting. You failed to do what you were supposed to do again for the presentation. We felt like we could not count on you after that.
Lisa is a good team member	Whenever there was a disagreement, you took the time to address the issue. The day before the report was due, we fought as to how to write the bibliography. You stepped in the middle, calmed everybody, and helped us decide what to do. You really helped us 'gel' as a team.

- c) Be respectful and constructive. The purpose of comments is to help your peers understand how they are perceived by others and not to settle scores. Disrespectful comments will not be tolerated.

### **What will happen with these assessments?**

These assessments will be used for two purposes. One, your professor will use your rating to compute peer assessment marks in the class. Second, your team members (and yourself) will receive a report summarizing their peer assessment.

The assessments that you provide will be anonymous for your team members (i.e., the report will not indicate who said what). However, the assessments will not be anonymous for the professor (i.e., s/he will be able to see who said what).

### **Accessing the online peer assessment site**

In your Web browser, go to

<http://peerassessment.concordia.ca/fmi/xsl/peerassessment/groupwork.xsl> Read the instruction page carefully and then continue to the assessment.