**Group Work Planning and Evaluation Guide**

Skills and experience in effective group work are essential for successful project planning, project managment, and overall enjoyment. This *Group Work Planning and Evaluation Guide* has been established to help students plan for effective group work, critically evaluate progress, make improvements, as well as assess progress and results. This is an optional tool that groups can choose to use to support their group work.

Step 1: Establish a schedule for milestone dates when the group will conduct an evaluation. For example, this may be after each group meeting, after each major deliverable, or before each group interview. It is important to discuss challenges, opportunities, successes, and next steps to ensure continued growth and development.

Step 2: Use the rubric below as a template. Work with all group members to establish measures of success.

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| **Evaluation** | **Measure of Success** |
| 0 | This group member was not present at *any* meetings or tutorials. They did not provide *any* contribution to the group. |
| 3 | This group member attended a few (~30%) meetings or tutorials, but did not contribute meaningfully to the group. Few (~30%) tasks were fully completed on time and/or were of poor quality. |
| 5 | This group member attended some (~50%) meetings or tutorials, but provided very little value to the group. Some (~50%) tasks were fully completed on time and/or were of fair quality. |
| 7 | This group member attended most (~70%) meetings or tutorials, and made a good contribution to the group. Most tasks were fully completed on time and/or in very good quality. |
| 10 | This group member attended *all* meetings or tutorials, and made meaningful contributious to the group throughout the term(s). All tasks were completed on time *and* were of very high quality. This group member went above and beyond |

Step 3: Based on the criteria above, each group member can independently evaluate themselves and each of the other group members based on the agreed upon measures of success. Alternatively, the group may adjust so that each member is only evaluating themselves, and sharing their evalutaion with the group.

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| **Group Member 1 (Your Name):** |
| **Evaluation: / 10** |
| **Notes (if applicable):** |

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| **Group Member 2:** |
| **Evaluation: / 10** |
| **Notes (if applicable):** |

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| **Group Member 3:** |
| **Evaluation: / 10** |
| **Notes (if applicable):** |

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| **Group Member 4:** |
| **Evaluation: / 10** |
| **Notes (if applicable):** |

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| **Group Member 5:** |
| **Evaluation: / 10** |
| **Notes (if applicable):** |

Step 4: Use the template below to collect evaluations. If challenges arise, consult the evaluation to support related discussions and strategies for improvement or corrective action. Again, this template can be revised to include only self evaluations.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Group Member being evaluated (below) | Eval given by Member 1 (NAME) | Eval given by Member 2 (NAME) | Eval given by Member 3 (NAME) | Eval given by Member 4 (NAME) | Eval given by Member 5 (NAME) | Eval given by Member 6 (NAME) | Total | Average Eval |
| NAME 1 |  |  |  |  |  |  |  |  |
| NAME 2 |  |  |  |  |  |  |  |  |
| NAME 3 |  |  |  |  |  |  |  |  |
| NAME 4 |  |  |  |  |  |  |  |  |
| NAME 5 |  |  |  |  |  |  |  |  |
| NAME 6 |  |  |  |  |  |  |  |  |