

BME Design Course

Self, Peer and Team Evaluation

Overview

The purpose of the peer and self-evaluation exercise is to provide an opportunity for students to reflect on their experiences and to provide the course instructor with additional information for grading and course development. One goal of the BME design courses is to assist students in becoming more self-directed, and to think critically about their work and the work of others. The Peer-Self Evaluations will **not** be graded. It is your opportunity to confidentially assess team effectiveness (e.g., project management, decision making, creativity, team culture, etc.). The evaluation consists of two parts: 1) the peer and self-evaluation form, and 2) a set of questions that you are to reflect upon regarding your experiences within the team. The instructions for each part are provided below.

Preliminary Peer and Self-Evaluation

The purpose of the Preliminary Peer- Self Evaluation is intended to provide the course instructor with additional information for assessing team and individual development, and to identify problem areas. It will be used to identify ways to improve team dynamics over the remainder of the semester so that the design experience is a successful one.

Final Peer and Self-Evaluation

The grading process will incorporate 1) a team grade based upon deliverables (i.e., reports, presentations, prototype, and other technical contributions), 2) our assessment of team effectiveness (e.g., project management, decision making, creativity, team culture, etc.), 3) client feedback, if relevant, and 4) information gathered from your reflection paper. In general, students will receive the team grade. In some cases, however, the team grade will not accurately reflect individual student performance. In those cases, we will use the information from the peer and self-evaluations and other sources (e.g., notebooks) to adjust individual grades.

Instructions

In the table below, 1) list all the members of your **team including yourself**, 2) rate each team member (including yourself), and 3) summarize contributions, using the instructions below.

You have a hypothetical bonus of \$1,000 per person to distribute (e.g., \$4,000 for a four-person team, \$5000 for a five-person team, etc.). In the Bonus\$ column, indicate how you would distribute all of this bonus among the team members based on their overall contribution both in terms of quantity and quality to the project. No two team members can receive exactly the same bonus.

In the **Comments** column, provide a succinct but thorough critique for each *Bonus\$* recipient. Your comments are an essential part of the evaluation.

Notes:

1. It is not important for each individual in a team to excel in all aspects of what the team does.
2. This should be your own evaluation. Please answer objectively and honestly.
3. It is not appropriate to discuss your evaluation with other team members prior to completing and returning the form.
4. The replies will be read by your advisor, and the information provided will be kept confidential.
5. Return the completed document electronically to your project advisor by the appointed date.
6. NOTE: Completing the peer-Self-evaluation forms is a required activity. Failure to return a completed evaluation form will adversely affect your final grade.