

TEAM FEEDBACK:
Your Appraisal of your Team Colleagues

(In the course this is sent automatically when the team submits its project and what I see is the completed grid with a score for each person. This is then used to adjust the grade for that person. So if the team project scores 28 / 35 I adjust the grade of 28 downwards for those scoring low on overall contributions)

Your project is worth 35% of the grade for this course. We know from experience that not all team members make equal contributions to the completed project. We therefore adjust the grade to given to the project for everyone based on a review of their contribution to the work of the team.

This is why we ask you to review the work undertaken by each team member in five categories and offer a statement of their contribution on a five-point scale:

- 1: Made no substantial contribution
- 2: Made some modest contribution.
- 3: Made helpful contributions.
- 4. Made important contributions.
- 5. Was a critical contributor.

The five categories are:

- 1. **Design** - Designing the outline and approach we took to our industry analysis.
- 2. **Research** - Undertook significant research which helped shaped our analysis and recommendations.
- 3. **Writing/ Creating** - Undertook a significant amount of writing / materials development which enabled us to complete our project.
- 4. **Review** - Was rigorous in reviewing, editing, and improving our project submission.
- 5. **Team Leadership** - Facilitated the group conversation and interactions and moderated disagreements / disputes – was a team leader.

Name	Design	Research	Writing / Creating	Review	Team Leadership
