

## **Peer Evaluation Instructions**

1. Carefully observe the performance and contribution of each person in your group throughout the project. Resist first impressions and snap judgments. Be fair, objective and accurate in your peer evaluation.
2. You are to complete this form and put it in a sealed envelope. Turn in the envelope at the same time your group written project is due.
3. Put your name in the first column and rate yourself first. Then list your fellow teammates and rate each.
4. Use the following as a general guide.
  - a. Participation. Does the person attend meetings regularly? Does the person become involved in the project? Is the person helpful and cooperative?
  - b. Contribution. Does the person add good, original ideas? Does the person apply good principles to the situation being discussed?
  - c. Encouragement. Does the person encourage contributions from other members? Is the person sensitive to the needs and feelings of others?
  - d. Preparation. Does the person have the support data and research? Has the person completed his or her portion of the assignment prior to class?
  - e. Teamwork. Does the person take pride in the project? Does the person contribute accurate information, or does he or she project an attitude that “any number will do, it’s just a project? Is the person concerned about the completed project as a team effort?