

LEARNING TEAM EVALUATION

LEARNING TEAM _____ ASSIGNMENT _____ WEEK _____

USING THE SCALE BELOW, INDIVIDUALLY RATE EACH MEMBER OF YOUR LEARNING TEAM, INCLUDING YOURSELF (PLEASE USE THE COLLABORATION GUIDE ON THE NEXT PAGE FOR A MORE DETAILED DESCRIPTION OF EACH CATEGORY).

4 = Excellent 3 = Good 2 = Fair 1 = Poor 0 = None

Learning Team Evaluation Form	Team Involvement (Active and substantively involved in the team discussion)	Time Management (Supported team timeline)	Establishing and Following Guidelines (Helped to define and adhere to the goals, roles, and responsibilities of the team)	Professional Communication (Communicated clearly and professionally)	Team Contributions (What did each team member contribute to the assignment? What value did that contribution add to the completed assignment?)	Collaboration Comments (Please include any comments describing why each person received the collaboration score that you gave them.)
	score	score	score	score	comments	comments
Self Score (Your name)						
Team Member (Name)						
Team Member (Name)						
Team Member (Name)						
Team Member (Name)						
Team Member (Name)						
Team Member (Name)						
	<p>Team Contributions Please consider the following when providing individual and team feedback on contributions made to the assignment.</p> <ol style="list-style-type: none"> 1) Based on the contributions and collaboration for this assignment, should all team members get the same grade? If not, who should get a different grade (higher or lower) and why? 2) What value you did you add to the completed product? How does that compare to your teammates? 3) What can you, personally, do to improve future team collaborations? 					
	*Please review the Learning Team Collaboration Guide on the next page for a description of the expectations for each category.					

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Learning Team Collaboration Guide				
	Team Involvement	Time Management	Establishing and Following Guidelines	Professional Communication
Excellent (4)	Active and substantive involvement in team discussions.	Supported team timeline and met the assignment due date.	Took the lead on establishing and following the goals, roles, and responsibilities of the team.	Interacted with other members of the team with a respectful and professional tone. Communication was clear with no typographical or grammatical errors.
Good (3)	Good overall substantive involvement in team discussion.	Supported a majority of the team timeline and met the assignment due date.	Helped to establish and follow the goals, roles, and responsibilities of the team.	Interacted with other members of the team with a respectful and professional tone. Communication was clear with minor typographical or grammatical errors.
Fair (2)	Moderate substantive involvement in team discussion.	Supported some of the team timeline and met the assignment due date.	Followed the goals, roles, and responsibilities of the team.	Interacted with other members of the team with an informal tone. Communication was effective with minor typographical or grammatical errors.
Poor (1)	Minimal substantive involvement in team discussion.	Did not support the team timeline but still met the assignment due date.	Did not always follow the goals, roles, and responsibilities of the team.	Interactions with other members of the team were disrespectful and inappropriate at times. Communication was poor with numerous typographical or grammatical errors.
None (0)	No substantive involvement in team discussion.	Did not support the team timeline .	Did not follow team goals, roles, or responsibilities.	No communication.