

**Your Name:**  
**Project Team:**

**Instructions**

Write the name of each team member in one of the columns and assign a score of 0 to 10 – (0 being the lowest score, 10 the highest) to each team member for each criterion. Total the scores. Because each team member has different strengths and weaknesses, *the scores you assign will differ*. For this reason, I automatically discard evaluations where all team members receive identical scores. Below this table, on page 2, include written comments and any other reflections that you'd like to share. **Team members' numerical evaluations are always supported and made more credible with thoughtfully written follow-up comments.**

Criteria	Team Members			
	Name	Name	Name	Name
Consistently and promptly responds to email and to forum posts – within 24-36 hours, or whatever your team's protocol is – <i>responses are helpful and substantive</i>				
Consistently demonstrates <i>pro-active initiative</i> by contributing ideas, alternatives, and problem-solving strategies				
Consistently meets all deadlines				
Consistently and actively contributes good revising and editing feedback				
Consistently and diplomatically contributes ideas – helping to reduce conflict -- and provides timely constructive feedback on other team members' ideas				
Consistently submits high-quality work and helps to raise the quality and standards of your work together				
Consistently spends 10-15 hours per week on team project, <i>and it shows</i>				
Consistently demonstrates collegiality and respect for team members, and professional enthusiasm for the project				
Consistently avoids the temptation to sit back and let the rest of the team carry him or her through the project.				
Your overall assessment of this person's contribution				
<b>Total Points</b>	_____	_____	_____	_____

## Comments section:

I'd like to conclude the course with some synthesis on teamwork and team dynamics by looking back at a Week 2 reading, "The Complexity of Online Groups: A Case Study of Asynchronous Distributed Collaboration," where we considered this helpful and productive information:

Along with the fundamental reasons for forming groups remaining constant, group dynamics have also stayed fairly consistent with emerging methods of communicating [*in our case, online and virtually*]. Generally, we still frequently see individuals assume the following roles in when they are working in groups:

- **Initiators** request information, add new ideas, and provide solutions.
- **Information seekers** ask for clarification or specific answers.
- **Information givers** provide answers and clarification.
- **Coordinators** productively bring ideas together.
- **Evaluators** pass judgment on the quality of work.
- **Encouragers** provide warmth and praise, even humor to keep the group motivated.
- **Harmonizers** help resolve tensions within the group.
- **Gatekeepers** draw in other participants and/or more shared ideas.
- **Standard setters** help define the group, particularly its goals and shared vision.
- **Followers** agree with others in the group, but don't always actively participate.
- **Blockers** are negative or stubborn.
- **Avoiders** resist participation.

Individual group members may assume one or more of these roles at any given time during the collaboration. Because the goal of any collaborative effort is success in some activity, researchers have studied what makes groups effective.

In your written comments, please try to use this background information directly – refer to it, quote from it, and consider its usefulness as you reflect on your team's dynamics, successes, and challenges. **Thank you!**