

Peer Evaluation Procedures

AOE 4065/4066 – Space Design

The Peer Evaluation Process is a necessary component of student evaluation in this course. There are two elements of the process: self evaluation, and peer evaluation.

Self Evaluation

During the semester you should keep a record (Design Journal) of your work on the project. At the end of the semester, each of you will submit a written evaluation of your contributions to your Design Team and to your Functional Division, using the following guidelines:

1. For each (DT, FD) use a single 8 ½ × 11 page, Times New Roman 12 point font, 1” margins
2. Put your name, Project or Division, and date at the top
3. Describe up to 5 significant contributions you made and why they are important to the success of the project. These contributions should be in separate, numbered paragraphs (like this list)

Peer Evaluation

Each of you will provide an evaluation of each of your teammates, using the following guidelines:

1. Use one or more 8 ½ × 11 pages, Times New Roman 12 point font, 1” margins
2. Write a one-paragraph evaluation of each of your teammates, including a letter grade
3. Complete the Team Peer Review form (and I expect it to be complete)
4. The grade on the Peer Review form should agree with the grade you assigned in your one-paragraph evaluation

How I Use the Evaluations

I will assign a grade to the final report. The total number of points available to the team is then the grade point × the number of students in the team. I will distribute these points based on my evaluations, your self-evaluations, and the peer evaluations. In general, I prefer to give the same grade to everyone in a group, but where appropriate I will give both lower and higher grades to individuals. Note that because of the point distribution, I only give higher grades by also giving lower grades.

Grade-Point Scale

For your information, the relationship between letter grades and points is given below:

	B+ = 3.3	C+ = 2.3	D+ = 1.3		
A = 4	B = 3	C = 2	D = 1	F = 0	
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7		

Space Design

Functional Division Peer Review

Fall 2004

For each category, rate each individual in your Division on a scale from 1 to 10, with 1 being the lowest and 10 being the highest. Your rating should reflect your considered opinion of the individual performance on this design project. Calculate the Total using a weight factor of 0.5 for the Teamwork and Enthusiasm categories. Assign letter grades (A-F) after computing the Percentages.

Write your name and include a rating for yourself on Line 12.

These evaluations will be kept confidential, but the average rating will be available upon request.

Name	Amount of Input	Quality of Input	Teamwork & Meeting Attendance	Enthusiasm	Total	Percentage: Total × 10/3	Grade
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
Weight Factor	1	1	0.5	0.5			

Comments on Group Leadership:

General Comments