

Instructions for Peer Evaluations

INFOST 340 – Systems Analysis

Assignment

My goal in having you complete these evaluations is to make sure that each student receives fair credit for her/his contribution to the group process. To this end, you will be completing an evaluation questionnaire for each student in your group (including yourself).

Please use the following comments to guide your rating of group members when completing the evaluations. Students that have made a good faith effort to interact with the group are expected to get a score of 3 (agree) for each of the items rated. Exceptional contributors should earn a 4 (strongly agree). Weaker contributors should earn a 2 (neutral). The rating of 1 (disagree) should be reserved for students who had little group interaction. The rating of 0 (strongly disagree) should be reserved for students who had no group interaction.

Tools

I have posted 2 MS Word documents to the Weekly Schedule for your use. The first of these is a sample of a completed evaluation. Use this document to train yourself on the procedure for completing your evaluation forms. The second document is a template to be used when completing evaluations for each member of your group. There are multiple pages in this template. So, you should be able to complete all of your evaluations without having to copy or cut-and-paste.

Length

Start by completing an evaluation for yourself. This will help you and I both get an idea of what you consider to be a fair evaluation scale for this project. Then, complete an evaluation form for each of the other members of your group.

Format

Submit 1 PDF file.

File Naming Conventions

The name of the file that you submit should include both your name and the name of the assignment. It should follow the form:

trainor_kevin_peer_evaluations.pdf

Due By

Please submit this assignment by the date and time shown on our Weekly Schedule.