

## IS446 – Systems Analysis and Design

### Instructions for Peer Evaluations

#### 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 Final Project. To this end, you will be completing an evaluation questionnaire for each student in your group. This includes completing an evaluation for yourself.

Please use the following comments to guide your rating of team members when completing the evaluations:

- Students that have made a good faith effort to interact with the group and participate in the project 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 very little group interaction or project contribution.
- The rating of 0 (strongly disagree) should be reserved for students who had no group interaction or project contribution.

#### Tools

I have posted 2 documents to the Weekly Schedule for your use. The first of these is a sample of a completed evaluation form. 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 team. There are multiple pages in this template. So, you should be able to complete all of your evaluations without having to copy-and-paste. Remember to complete an evaluation form for yourself.

#### Length

Start by completing an evaluation for yourself. This will help both you and I 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 team.

#### Format

Please remember to convert your Excel spreadsheet to a PDF before submission. Submit one PDF document.

**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:

surname\_givenname\_peer\_evaluations.pdf

If I were completing this assignment, I would name the file as follows:

trainor\_kevin\_peer\_evaluations.pdf

**PLEASE NOTE: All file names must be in lower case. Deductions will be made for submissions that do not conform to this standard.**

**Due By**

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

**Grading**

**Note that there are no regular and challenge exercises defined for this assignment.**

Please consult the grading rubric for this assignment that is published separately in the Weekly Schedule for more details regarding grading.

**Last Revised**

2022-11-04