Collaborative Writing Project: Self-Assessment Form

Please reply to this email in the next few days (just to me; your reply is confidential) by filling in the spaces below, basing your assessment on the chapters that your team has completed thus far. There will be another self-assessment at the end of the semester. [The self-assessment form was adapted from an article in the Journal of Student Centered Learning, vol. 2, no. 1, 2004.]

I. Self-Assessment of Collaborative Writing Team:____ (enter team letter A, B, C, or D)

Please enter the names of all of your team members, INCLUDING YOURSELF, and assess the degree to which each person fulfilled her responsibilities in completing the writing assignments. Assign a rating from the scale below, award points using the system described, and write a commentary for each team member, including yourself. Your assessment should reflect an individual's level of participation, effort, and sense of responsibility, not her academic ability.

RATING SCALE:
Excellent: Consistently carried more than her fair share of the workload.
Very good: Consistently did what she was supposed to do, very well prepared and helpful.
Satisfactory: Usually did what she was supposed to do, acceptably prepared and helpful.
Ordinary: Often did what she was supposed to do, minimally prepared and helpful.
Marginal: Sometimes failed to carry out her assigned role, not dependable.

POINT SYSTEM:
You have 40 points to distribute, but you may not give any team member 10 points. Some individuals must receive more than 10, and some less. The total should be 40.

Assessments:

Name of team member: Rating: Points:
Commentary (DO NOT LEAVE BLANK!):

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Commentary (DO NOT LEAVE BLANK!):

II. Regardless of any particular problems your team may have had, to what extent has the collaborative writing project helped you learn the content of our course?
SCALE: (Very Useful) 7 6 5 4 3 2 1 (Not Useful)
Please enter a number: ____

Comments:

III. What suggestions would you make to improve the project?