Transforming Students From Groups to High-Performance Learning Teams

Introduction of Yourself:
Setting Goals and Clarifying Expectations at the First Meeting

1) Responsibilities that I have are:
   a) Personal

   b) Professional

2) Some of my interests are:

3) The strengths I bring to this team are:

4) What I would like my team members to know about me is:

5) What I would like to gain from this team experience is:

6) Some of the expectations I have regarding my team members are:
NOTE: Turn in electronic version of Team Contract with scanned signatures by Nov. 4th at 5:00 pm to _____

Key Goals for Effective Team Work

Facilitator: ______________________________
Recorder: ________________________________
Time Keeper: ______________________________

1. **Attendance**: <How will you communicate about process and outcomes? Some teams schedule weekly conference calls or meetings combined with e-mails and sharing of documents.>

2. **Timeliness**: <How will you structure your work between classes, and what will be your approach to deadlines? To accommodate last-minute work or family obligations, some teams try to complete the majority of their work during the first week between classes.>

3. **Collaborative work**: <How will you assign workload? Whether you use rotating project leaders or some method that gives each team member equal responsibility for each project, determine in advance what constitutes fair participation and what constitutes free riding.>

4. **Effort**

5. **Contribution of skills and resources**

6. **Contribution of ideas**

7. **Other areas?**
Teamwork Checklist: "Identifying what key area is causing the most trouble?"

Check | What might be going wrong
--- | ---
_ | Not clarifying what your task or objective is
_ | Not checking on progress
_ | Not checking on the time
_ | Not clarifying or recording what has been decided
_ | Not clarifying who is going to do what
_ | Not clarifying what has to be done by when
_ | Not establishing procedures for handling meetings
_ | Not keeping to agreed procedures

_ | Not listening to each other
_ | Allowing individuals to dominate and others to withdraw
_ | Not compromising individuals’ wants for the sake of the team
_ | Not recognizing the feelings of members of the team
_ | Not compromising equally to the progress of the team

_ | Other possible reasons?

Patrick Lencioni, The Five Dysfunctions of a Team
NOTE: Complete and send electronically Nov. 20th by 5:00 PM to
Self and Peer Midpoint Feedback

Team: ____________________________

The use of study teams is an important component of the curriculum. The following attributes are characteristics of an effective team. Please provide feedback on yourself and your peers by circling the number that best represents your assessment.

a. Attendance at team meetings: present at all team meetings, exceptions agreed upon in advance.
b. Timeliness: completed all assigned tasks in a timely manner.
c. Collaboration: made a genuine effort to work effectively with others and in decision-making.
d. Effort: exhibited a high level of interest and commitment to the assignment and the team.
e. Contribution of skills and resources: made available valuable competencies, resources and materials.
f. Contribution of ideas: provided creative and innovative ideas for discussion.

<table>
<thead>
<tr>
<th>Attributes:</th>
<th>Almost Always</th>
<th>Frequently</th>
<th>Sometimes</th>
<th>Infrequently</th>
<th>Almost Never</th>
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</thead>
<tbody>
<tr>
<td>a. Attendance at group meetings</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
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<tr>
<td>b. Timeliness</td>
<td>5</td>
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<tr>
<td>c. Collaboration</td>
<td>5</td>
<td>4</td>
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<td>d. Effort</td>
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Comments:

Team member's name: ____________________________

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Comments:

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Overall, I would rate my team as:

Excellent 5 Very Good 4 Good 3 Fair 2 Poor 1

The strengths of my team are:

Areas my team can work on are:

What I have gained thus far is/are:
Team Member Final Evaluation Form

An underlying assumption of effective teamwork is that all members will contribute as fully to the project as possible, will share knowledge and expertise, and will participate in all meetings and decisions. The success of your experience in the project also depends on maximizing the strengths of your team.

The following activity was designed for reflection on your team's progress and process. Keeping in mind the contributions and quality of work exhibited by your colleagues, complete the following evaluation of your team members.

The following example illustrates the points earned by members of a five person team based on the bonus dollars. The numbers in the rows are the bonus dollars allocated by each team member to other members listed in columns.

<table>
<thead>
<tr>
<th>From\To</th>
<th>M. Smith</th>
<th>N. Garcia</th>
<th>J. Doe</th>
<th>A. Singhvi</th>
<th>S.C. Xu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Smith</td>
<td></td>
<td>$2500</td>
<td>$2500</td>
<td>$2500</td>
<td>$2500</td>
</tr>
<tr>
<td>N. Garcia</td>
<td>$4000</td>
<td>$3000</td>
<td>$1500</td>
<td>$1500</td>
<td>$2000</td>
</tr>
<tr>
<td>John Doe</td>
<td>$3000</td>
<td>$3000</td>
<td>$2500</td>
<td>$2000</td>
<td>$2000</td>
</tr>
<tr>
<td>Ashok Singhvi</td>
<td>$4000</td>
<td>$3000</td>
<td>$2500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Shun-Chen Xu</td>
<td>$3200</td>
<td>$3800</td>
<td>$1500</td>
<td>$1500</td>
<td></td>
</tr>
<tr>
<td>Total $ earned</td>
<td>$14,200</td>
<td>$12,300</td>
<td>$9,500</td>
<td>$7,200</td>
<td>$6,500</td>
</tr>
</tbody>
</table>

Points: Smith and Garcia get 15/15 because they were awarded a total of more than $10,000. Doe gets 15*(9,500/10,000) = 14.25/15; Singhvi gets 15*(7,200/10,000) = 10.8/15; and Xu gets 15*(6,500/10,000) = 9.75/30.

Please complete the evaluation of your team members' contribution below

Your Name:  
Your Team:  

Team Peer Evaluations

Assume that you have $10,000 bonus money available to distribute to your team members, not including yourself. The bonus is for the contribution made for the project. On the following lines, please show your recommendation as to the amount of bonus each member should receive -- be sure to distribute all of the $10,000. If there were 6 members in the group, then use 5 lines, one for each of your peers. If there were 5 members of the group, then use 4 lines, etc.

Make sure you fill the comments section in case your evaluation of group members is not uniform. 15% of your grade for this assignment will be based on the bonus dollars.

The completed peer evaluation form must be returned by everyone on __________.

Team Member

$  

$  

$  

$  

$  

Total $10,000

Comments: