

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. 4st 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.

Almost Always Frequently Sometimes Infrequently Almost Never
 5 4 3 2 1

Your name: _____

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills and resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Team member's name: _____

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills and resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

.....

Overall, I would rate my team as:

Excellent Very Good Good Fair Poor
 5 4 3 2 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.

Bonus given to:

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

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

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:

