

PEER FEEDBACK/TEAMWORK REFLECTION

Your Name: _____

Teammate's Name: _____

Mark "✓" up to two categories where your teammate contributed the most to the project that the team just completed.

Group Participation

Attends meetings regularly and on time.



Creativity/Originality

Problem-solves when faced with impasses or challenges, originates new ideas, initiates team decisions.



Communication Skills

Effective in discussions, good listener, capable presenter, proficient at diagramming, representing, and documenting work.



Time Management & Responsibility

Accepts fair share of work and reliably completes it by the required time.



General Team Skills

Positive attitude, encourages and motivates team, supports team decisions, helps team reach consensus, helps resolve conflicts in the group.



Adaptability

Displays or tries to develop a wide range of skills in service of the project, readily accepts changed approach or constructive criticism.



Technical Skills

Ability to create and develop materials on own initiative, provides technical solutions to problems.



Specifically, how did they contribute to the team in the area(s) that you indicated with the "✓"?:



FEEDBACK

 **SUGGESTED TIME: 10 MINUTES**

NOTES FOR FACULTY

Consider implementing this activity at the project's end point, either the day the project is due in class or the day after the project has been completed. This activity is designed to lead into the standard ENGL1101/1102 in-class reflection exercise.

OBJECTIVES

- Leverage knowledge, skills, strengths and diversity to develop innovative and inclusive approaches to global challenges.
- Devise a plan that manages team dynamics towards completing the work.

Consider implementing this activity at after teams have turned in a deliverable or at the end of the project.

How this unit can be implemented:

1. Class
2. Homework

PRECLASS PREPWORK

1. Distribute worksheets to each student – each student will need one worksheet per team member (i.e. If working in teams of 5, each student will need 5 worksheets). You may also make the worksheet file available for students to use.
2. Give the class the following instructions one at a time.

Option 1 (In Class)

PEER FEEDBACK/TEAMWORK REFLECTION ACTIVITY

🕒 **SUGGESTED TIME: 10 MINUTES**

🕒 **STEP 1**

Write one team member's name on each worksheet.

🕒 **STEP 2**

Reflect briefly on the project you have just completed, thinking specifically about the contributions of each team member.

- Mark the sheet using a checkmark to indicate where each team member contributed the most to the team.
- Write down two or three sentences about what each team member contributed and how each team member added to the success of the team.

🕒 **STEP 3**

Give the worksheet to your teammates so everyone has all the cards with their names on them

- The person whose name is after "Teammate's Name".

🕒 **STEP 4**

Read over the worksheet and reflect about the responses that you received.

- Was the area that you indicated that you contributed the most the same as that identified by your teammates?
- If not, how did they see you differently than you see yourself?
- What things were you doing or not doing to contribute to the team (as identified by your teammates)?
- How can you use this feedback in the future as you work on different teams or as you continue to work on this team?

🕒 **STEP 5**

You may choose to have the students :

- Turn in their responses to the reflection question or
- (Recommended) Fold those responses in with the standard WCP reflection.
- Instruct the students to maintain these responses in a safe place until the end of the semester, to be used in their final reflective portfolio.

Optional: Transition to the standard WCP in-class reflection

PEER FEEDBACK/TEAMWORK REFLECTION ACTIVITY

🕒 **SUGGESTED TIME: 10 MINUTES**

🕒 **STEP 1**

Give your students 5-10 minutes to brainstorm answers to the following questions.

- Their responses can be bullet points, stream of consciousness, or sentence fragments.
- Students are welcome to write their responses on paper or in a digital format, so long as the student plans to save the document and have access to it during finals when it comes time to compose the final portfolio.
- We suggest adding a question relating to teamwork during this reflection time as well.

🕒 **QUESTIONS**

1. What were the goals of this assignment? What communication strategies do you feel you learned or practiced in completing this project?
2. What is your argument or purpose? How did you make the argument or purpose visible and persuasive in your project?
3. Who was the intended audience for your project? How did the intended audience affect the choices you made when creating each piece of the project?
4. What are the defining features of the genre or media that you used in this project? How do you make use of these features?
5. What did you learn about teamwork by completing this project? How will this change the ways you approach teamwork in the future?
6. If you had more time for revision, what would you change and why?