

# Group Presentation Evaluation Form

Rate the Presentation (5= Excellent, 1= Poor, NA = not applicable)

Date: \_\_\_\_\_ Class: \_\_\_\_\_ Evaluator's last 4 student number digits: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_ Course #: \_\_\_\_\_ Presenting Group #: \_\_\_\_\_

Name of Presenter (s) \_\_\_\_\_

\_\_\_\_\_ **Introduction:** Did the introduction capture your interest? Was the purpose of the presentation made clear? Was the subject and presenters identified?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Organization:** Was the presentation logical? Were transitions between sections and presenters effective? Did the presentation lead to a clear conclusion?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Content:** Did presenters adequately support their points? Was the supporting material relevant? Were class concepts and class vocabulary used?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Delivery:** Were speakers natural? Did they speak clearly and avoid reading off notes? Did they have audience eye contact? Were they neat and well groomed? Did they avoid monotone and appear enthusiastic? Did they stay within the allotted time?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Visual Aids:** Were visual aids use effectively? Were they carefully prepared and synchronized with the oral presentation?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Discussion:** Were questions anticipated and answered clearly and effectively?

Comments regarding those above or below the group rating:

\_\_\_\_\_ **Overall Rating** earned for the group. This represents your general impression.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Member Participation Evaluation For Team and Group Projects  
(Confidential – For Instructor’s Use Only)

Team and group projects require a division of labor that is considered equal for each member. The only practical way to assess this is for each team member to rate themselves and their teammates. Before rating yourself or your teammates you should clearly understand what is meant by an equal division of labor. An equal division of labor for each team member is determined by the team at the outset of the project. Team members get together and divide the project into tasks. Normally, tasks are divided among the team members by consensus. Team members should be satisfied that the workload has been distributed fairly. If a member does what was agreed upon in a satisfactory manner, even if it turns out to be less than what another member did, the member performed satisfactorily. Inevitably some members will do more than others. It is almost impossible to divide labor perfectly within a group. If a member intentionally avoids team responsibilities (scheduled meetings, etc.) or does not complete their agreed upon responsibilities without a valid reason the member has performed in an unsatisfactory manner.

Rate your performance and the performance of your team members on a scale of 1 to 4. Use whole numbers only (i.e., no rating of 2.5). The ratings are described below.

- 4 – Exceptional (contributed beyond their share). This rating may be given to a member who steps in to fill in for another member who experiences a work or mission related absence that makes assistance necessary to complete the team’s goals. It may also be given to a member when, at the end of the project, it becomes apparent that his or her assigned task demanded significantly more effort than the tasks of the other group members. It may also be given if a group member chooses to perform beyond group expectations to the benefit of the group. The instructor will consider assigning bonus points if warranted.
- 3 – Acceptable (carried their weight). This is the normal and expected rating. It should be given when things go as planned and the member performs as expected.
- 2 – Struggled to keep up (below group requirement). This rating should be given when a member falls short of group expectations regarding the performance of their agreed upon tasks. The instructor will consider deducting points if warranted. Normally, a member receiving ratings no higher than a 2 from all of the other team members will receive a grade that is 15% to 20% lower than the grade for the group. For example, if the other members as a group received a 95% (A) for the project this member would receive an 80% (C+) to a 75% (C). The final determination of the project grade for each member will be made by the instructor.
- 1 – Free ride (minimal to no effort). This rating should be given when a member falls short of or fails to perform agreed upon tasks. The instructor will consider deducting points if warranted. Normally, a member receiving a 1 rating by all of the other team members will receive a failing grade for the group project. The final determination of the project grade for each member will be made by the instructor.

A brief explanation should accompany all of the ratings except a rating of 3 – Acceptable. Use the back of this page if necessary.

My rating of my performance:

Name	Rating	Explanation
_____	_____	_____

My rating of my teammates’ performance:

Name	Rating	Explanation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____