



Sustainability & Teamwork

Giving and Receiving Feedback

Description	Establishing rules for a group or team at the start of a team or group activity or project.
Task Type	Integrate into any team assessment
Time	10-15 minutes
Level	Introductory, can be used as an introduction to setting up team contracts
Class Size	Any size
Learning Outcomes	<p>At the end of this task students should be able to:</p> <ul style="list-style-type: none"> ✦ Establish group norms (team rules) ✦ Evaluate themselves and others as effective team members
Method	<p>Use as an introductory in-class activity at the start of a team project.</p> <p>Provide the students with the template (given below) and ask them to determine the rules that they will have for their project team. (They can be provided with examples of group norms if they have not done something like this before. A list of sample group norms is provided later.) Have them hand this in at the start of the group assessment and let them know that they will be using the template to evaluate themselves and the other members of their team at the end of the group project.</p> <p>At the end of the team project, place team members' names (including themselves) in each of the columns. Evaluate each team member on a scale of 1 to 5 where 1 = very poor and 5 = very good with respect to their group rules. Give a small portion of the mark for the peer evaluation.</p>

Concluding Activity	Give individual feedback to team members comparing their evaluation of themselves with the mean evaluation of their team.
Assessment	Peer evaluation forms part of assessment as indicated above. Assessment form is provided below.
Tips	This works most effectively with project teams of four members or more.
Student Instructions	<p>Read through the list of group norms provided and mark the ones that you think are important for your team. You may add additional ones if you wish.</p> <p>Discuss with your team and create a list of 5 rules that you as a team want to enforce. You will be evaluating yourself and your other team members based on this rules.</p>
Additional Material	List of group norms and template for student feedback is provided below.

Group Norms

The following is a list of sample ideas that you might want to use to evaluate yourself and others as a team member. Feel free to add your own ideas, these are examples.

Asks questions if something is not understood properly
Does not interrupt another team members while they are trying to explain something
Takes part in decision making of the group
Attends and is on time for all group meetings
Does not dominate the discussion and think that their method is always best
Shares their ideas with the rest of the group
Does not belittle other people or their ideas
Gives credit to someone else for a good idea
Makes good suggestions
Participates and does not sit back and let everyone else do the work
Helps the team to come to a consensus

Evaluation Template

Place names of yourself and your team members in the appropriate columns. Put the five rules that you as a team choose into the RULES column. Hand in to your lecturer or tutor. At the end of the assessment, you will be asked to evaluate yourself and your team members against these rules.

Name of Team.....

Tutorial Group.....

Rules for our team members	Self	Team Member 2	Team Member 3	Team Member 4	Team Member 5
1.					
2.					
3.					
4.					
5.					
TOTAL					