

Team Contribution Form for Laboratory Reports and Experiments

Experiment Title: _____

Evaluator Name: _____

Please write the names of all of your team members, including yourself, and rate the degree to which each member fulfilled his/her responsibilities for completing the necessary steps for a successfully completed lab experiment and report. These forms will remain anonymous. They will be collected separate from the report. Although these will remain anonymous, you are encouraged to approach teammates who are not meeting the team expectations. The possible ratings are as follows:

Very Good (5)	Consistently did what he/she was supposed to do, very well prepared and cooperative
Satisfactory (4)	Usually did what he/she was supposed to do, acceptably prepared and cooperative
Ordinary (3)	Often did what he/she was supposed to do, minimally prepared and cooperative
Marginal (2)	Sometimes failed to show up or contribute to team planning and discussions
Deficient (1)	Consistently failed to show up or contribute to team planning and discussions
No Show (0)	No participation at all

These rating should reflect each individual's level of participation, effort, and sense of responsibility, not his or her academic ability. Team members with legitimate excuses for missing group meetings can make up his/her missed contribution by contributing more to other tasks. It is up to the team to determine a fair process. The maximum score that an individual can earn is the team grade. Individuals that perform at an ordinary or below rating will have a lower score than the team grade.

1. Your Full Name: _____ Rating: _____

Brief Explanation for rating: _____

2. Teammates Full Name: _____ Rating: _____

Brief Explanation for rating: _____

3. Teammates Full Name: _____ Rating: _____

Brief Explanation for rating: _____

4. Teammates Full Name: _____ Rating: _____

Brief Explanation for rating: _____

Your signature: _____