

The Urbana Legends Project: Project Team Evaluation

ENG 220

THE ASSIGNMENT

In this assignment, you are to write a evaluative report in which you write a paragraph or two evaluating the performance of each member of your group (**including yourself**) using specific examples and give each member (including yourself) a letter grade.

CONTENT

Your 1-2 page (single-spaced) report needs to include:

- A brief introduction that indicates the purpose of the report
- A grade for each member of your project team
- Specific examples of each member's contributions to the group project as evidence for the grade you are assigning

Grades should be awarded as follows:

- **A (95%)** = This student did exemplary work. He or she took on extra responsibilities without being asked and often assumed a leadership role. He or she never or almost never missed group meetings and was always available. The quality of the work he or she did was excellent and never had to be redone or significantly altered.
- **B (85%)** = This student did good work. He or she sometimes took on extra responsibilities and may have occasionally assumed a leadership role. He or she was almost always present at group meetings and was regularly available. The quality of the work he or she did was good and usually only needed slight alterations.
- **C (75%)** = This student did average work. He or she did precisely what was asked, not more or less. Though not a leader, his or her presence was useful to the group. He or she made it to most group meetings and was available more often than not. The work he or she did was of average quality, often needing to be edited and adjusted, though never entirely redone.
- **D (65%)** = This student did poor work. He or she did contribute to the project but often did less than what was asked. He or she never took a leadership role and was often either unhelpful or distracting. He or she frequently missed group meetings and was frequently unavailable. The work he or she did was of poor quality and almost always needed to be significantly altered in order to make it acceptable.
- **F (15%)** = This student did terrible work. He or she contributed little or nothing to the project and was entirely unhelpful and/or distracting. He or she almost always missed group meetings and was hardly ever available. The work he or she did do was of extremely bad quality and often had to be entirely redone in order to make it acceptable.

Note: You may give "plus" or "minus" grades if you wish. These grades add or subtract 3%, so a B+ is an 88%, a B- an 82%.

ORGANIZATION

As a writer you must determine what information is most important to your audience. Keep in mind that, if you want me to take a low or a high grade seriously, you have to be specific and concrete.

Your evaluation report should include:

- A brief introduction (1 paragraph) that indicates the purpose of the report
- A section, identified by a heading, for each team member
- At least 1 paragraph for each team member that explains the grade you have assigned. You must justify whatever grade you give with a paragraph of specific examples
- **A final paragraph in which you evaluate yourself and suggest a final grade for yourself—once again, be sure to include specific examples.**

FORMAT

All essays in this class will be in APA format. APA format requires

- A title page
- A header with the a shortened version (50 characters or less) of the paper title in all capital letters on the top left of each page
- The page number on the top right of each page
- An abstract
- In-text citations (any time you use sources)
- A references page (any time you use sources)

APA Elements Required for this Paper	APA Elements Not Required for this Paper
<ul style="list-style-type: none">• Title page• Header• Page Numbers	<ul style="list-style-type: none">• Abstract• In-text citations (unless you use sources)• References Page (unless you use sources)

Help with APA format can be found here: <http://guides.franklin.edu/APA/overview>. There is a YouTube video at the bottom that will walk you through formatting the title page and following pages, including the References page.

Team Evaluation Report Rubric

75% of your grade (75 points) for this assignment will be an average of the grades assigned by group members, the other 25% (25 points) will be based on the rubric below for the report you have written.

Criteria	An Unsatisfactory Project 0-4	An Adequate Project 4.5-5.5	A Strong Project 5.75-6.25
Reasoning	<p>Minimally or never</p> <ul style="list-style-type: none"> • follows a coherent, sound, and well-evidenced line of reasoning with many lapses in the clarity of the reasoning or evidence • provides content that enables a reader to use the text for its intended purpose with many spots where not enough information is provided, too much unnecessary information is provided, and/or the way the information is confusing or inappropriate • develops and appropriately crafts content for the genre with many spots where the information is inappropriate for the genre type and/or some spots where information is provided but not sufficiently analyzed or commented upon • relays a novel, original, and/or unique argument, explanation, or narrative that allows the subject to be seen in a new light 	<p>Generally</p> <ul style="list-style-type: none"> • follows a coherent, sound, and well-evidenced line of reasoning with some lapses in the clarity of the reasoning or evidence • provides content that enables a reader to use the text for its intended purpose with some spots where not enough information is provided, too much unnecessary information is provided, or the way the information is confusing or inappropriate • develops and appropriately crafts content for the genre with some spots where the information is inappropriate for the genre type and/or some spots where information is provided but not sufficiently analyzed or commented upon • relays a novel, original, and/or unique argument, explanation, or narrative that allows the subject to be seen in a new light with some lapses 	<p>Consistently</p> <ul style="list-style-type: none"> • follows a coherent, sound, and well-evidenced line of reasoning • provides content that enables a reader to use the text for its intended purpose • sufficiently develops and appropriately crafts content for the genre • relays a novel, original, and/or unique argument, explanation, or narrative that allows the subject to be seen in a new light

	An Unsatisfactory Project	An Adequate Project	A Strong Project
	0-4	4.5-5.5	5.75-6.25
Audience Engagement	<p>Minimally or never</p> <ul style="list-style-type: none"> contains intentional features that help develop the reader’s understanding of the subject as the writer sees it with many lapses uses tone and style in the text that meet the expectations of the given audience with many lapses in word choice, formality, and/or language use develops the line of reasoning in a way that aligns with the intended audience’s standards of evidence and argument with many lapses in type and/or amount of evidence provided or in appeals made to the audience 	<p>Generally</p> <ul style="list-style-type: none"> contains intentional features that help develop the reader’s understanding of the subject as the writer sees it with some lapses uses tone and style in the text that meet the expectations of the given audience with some lapses in word choice, formality, and/or language use develops the line of reasoning in a way that aligns with the intended audience’s standards of evidence and argument with some lapses in type and/or amount of evidence provided or in appeals made to the audience 	<p>Consistently</p> <ul style="list-style-type: none"> contains intentional features that help develop the reader’s understanding of the subject as the writer sees it uses tone and style in the text that meet the expectations of the given audience develops the line of reasoning in a way that aligns with the intended audience’s standards of evidence and argument
	0-4	4.5-5.5	5.75-6.25
Genre	<p>Minimally or never</p> <ul style="list-style-type: none"> selects a genre that is appropriate to accomplish the writer’s task in a given situation for particular readers, but many features of the selected genre don’t work for the situation and/or audience OR the genre is wholly inappropriate for the situation or audience uses textual form and structure that align with the conventions of the given genre and the reader’s expectations for these conventions with many lapses in the execution of conventions realizes the conventions of the genre so that readers experience the genre in a meaningful way that is not hackneyed or stereotyped with many lapses 	<p>Generally</p> <ul style="list-style-type: none"> selects a genre that is appropriate to accomplish the writer’s task in a given situation for particular readers but some features of the selected genre don’t work for the situation and/or audience uses textual form and structure that align with the conventions of the given genre and the reader’s expectations for these conventions with some lapses in the execution of conventions realizes the conventions of the genre so that readers experience the genre in a meaningful way that is not hackneyed or stereotyped with some lapses 	<p>Consistently</p> <ul style="list-style-type: none"> selects a genre that is appropriate to accomplish the writer’s task in a given situation for particular readers uses textual form and structure that align with the conventions of the given genre and the reader’s expectations for these conventions realizes the conventions of the genre so that readers experience the genre in a meaningful way that is not hackneyed or stereotyped

	An Unsatisfactory Project	An Adequate Project	A Strong Project
	0-4	4.5-5.5	5.75-6.25
Style, Mechanics, & Presentation	Minimally <ul style="list-style-type: none"> designs the text in a polished fashion that is in line with instructions, genre conventions, and reader expectations with many lapses in word choice, sentence structure, and/or execution of conventions displays numerous noticeable or distracting grammar errors uses appropriate citation practices in-text and on the References page with many noticeable errors or omissions 	Generally <ul style="list-style-type: none"> designs the text in a polished fashion that is in line with instructions, genre conventions, and reader expectations with some lapses in word choice, sentence structure, and/or execution of conventions displays some noticeable or distracting grammar errors uses appropriate citation practices in-text and on the References page with some noticeable errors or omissions 	Consistently <ul style="list-style-type: none"> designs the text in a polished fashion that is in line with instructions, genre conventions, and reader expectations displays minimal noticeable or distracting grammar errors uses appropriate citation practices in-text and on the References page
		Total	18.75 points

Assessment Notes for the Team Evaluation Project

Reasoning

- To be an adequate project or above, the Team Evaluation Project must
 - Provide a grade for each team member
 - Provide specific examples for evidence of claims about team members' actions or quality of work

Audience Engagement

- To be an adequate project or above, the Team Evaluation Project must
 - Tone must be professional and appropriate for a report to a supervisor

Genre

- To be an adequate project or above, the Team Evaluation Project must
 - Use headings to identify the major sections