

Teamwork: Peer Review Survey Protocol

Please follow these directions to administer the Teamwork Assessment Peer Review Survey to your class:

1. Assign teams:
 - Do not require or encourage students to exchange personal email or telephone numbers. Request the use of Collin emails and/or communication through Canvas instead.
2. Make the Teamwork Rubric available to students and go over it with them.
3. Make the Peer Review Survey available to students. Go over the survey with the students so they understand what they will be asked to complete as a result of working together as a team.
 - *Suggestion: You may choose to read the following aloud to your class (or provide online for online classes).*
 - i. *Each team member will complete a Peer Review Survey.*
 - ii. *Each team member should put the Course and Section Numbers on their survey.*
 - iii. *Each team member should put their Team Number on their survey.*
 - iv. *Each team member should put the first and last name of the team member, including him/herself, in the space provided beside each criterion listed.*
 - v. *Each team member should then assess each teammate, including themselves, for all criteria given the instructions at the top of the survey.*
 - vi. *Teammate assessment should be based on observed behaviors during the completion of the team task and not on personal opinions or relationships.*
 - vii. *These surveys should be completed individually and confidentially. Assessments should not be shared with teammates or anyone else.*
 - viii. *Students should be open and honest when evaluating each team member. Remember that this assessment does not affect course grades of any student in the team.*
 - ix. *Surveys need to be returned to the instructor per instructor directions.*
4. Have students work in teams to accomplish a team task (project, paper, lab, etc.)
5. Administer the Peer Review Survey after students have had the opportunity to complete their team task. This can be done in class or out of class (depending on class type or instructor preference), however, remind students that the surveys should be completed individually and confidentially.
6. When you submit the Peer Review Survey from your class(es) to Academic Services, please be sure to include a key with your class roster, including course number, section number, names and CWIDs for all students in the class. Grouping this information into the student teams would also be helpful. This information will make it infinitely easier for Academic Service to prepare the assessment results.