

Committee Evaluation Form (NES 591) – Non-research projects

Project Title: _____

Group ID: _____

Student Name	Student ID
1.	
2.	
3.	
4.	

Attendance and attitude (10%) (Per student)

(0 – 2)	<ul style="list-style-type: none"> • Not Attending of periodic meetings • Carelessness and free riding attitude 	____ / 10
(3 - 7)	<ul style="list-style-type: none"> • Attending of periodic meetings with no active contribution to discussions • No contributions in submitted weekly reports 	
(8 – 10)	<ul style="list-style-type: none"> • Attending of periodic meetings • Mindful during the meeting • Has a contribution in weekly reports 	

Performance (15%) (Per student)

(0 – 6)	<ul style="list-style-type: none"> • Not finishing the tasks • Not fully aware of the required goals to be achieved • Does not try to solve problems or help others solve problems. 	____ / 15
(7 - 11)	<ul style="list-style-type: none"> • Finishing the tasks with longer time than expected • Not achieving the required goals and finding excuses for not doing so • Does not suggest or refine solutions, but is willing to try out solutions suggested by others. 	
(12 – 15)	<ul style="list-style-type: none"> • Actively looks for and suggests solutions to problems. • Finishing the tasks on time • Actively looks for and suggests solutions to problems. 	

Contributions (10%) (Per student)

(0 – 2)	<ul style="list-style-type: none"> • Rarely provides useful ideas when participating in the group and in classroom discussion. May refuse to participate. 	____ / 10
(3 - 7)	<ul style="list-style-type: none"> • Usually provides useful ideas when participating in the group and in classroom discussion. A strong group member who tries hard! 	
(8 – 10)	<ul style="list-style-type: none"> • Routinely provides useful ideas when participating in the group and in classroom discussion. A leader who contributes a lot of effort. 	

Focus on the task (10%) (Per student)

(0 – 2)	<ul style="list-style-type: none"> • Rarely focuses on the task and what needs to be done. Let others do the work. 	____ / 10
(3 - 7)	<ul style="list-style-type: none"> • Focuses on the task and what needs to be done some of the time. Other group members must sometimes nag, prod, and remind to keep this person on task. 	
(8 – 10)	<ul style="list-style-type: none"> • Consistently stays focused on the task and what needs to be done. Very self-directed. 	

Team work (10%) (Per student)

(0 – 2)	<ul style="list-style-type: none"> Rarely listens to, shares with, and supports the efforts of others. Often is not a good team player. 	____ / 10
(3 - 7)	<ul style="list-style-type: none"> Often listens to, shares with, and supports the efforts of others, but sometimes is not a good team member. 	
(8 – 10)	<ul style="list-style-type: none"> Almost always listens to, shares with, and supports the efforts of others. Tries to keep people working well together. 	

Writing Quality of the final report (25%) (Per group)

(0 – 6)	<ul style="list-style-type: none"> Inadequate use of grammar, punctuation, and spelling. Plagiarized from other work (The Graduation Projects Committee must be notified to hold the evaluation and follow further action). No references are cited. 	____ / 25
(7 - 18)	<ul style="list-style-type: none"> Errors of grammar, punctuation, and spelling. Writing is original but unclear Most references are cited. 	
(19 – 25)	<ul style="list-style-type: none"> Consistently correct use of grammar, punctuation, and spelling. Content is original and clear. All references are cited, using appropriate format. 	

Proposed Solution Practicality and Complexity (20%) (per group)

(0 – 6)	<ul style="list-style-type: none"> Proposed solution represents no understanding of surrounding constraints. Other existing solutions (if any) outperform the proposed solution. 	____ / 20
(7 – 14)	<ul style="list-style-type: none"> Proposed solution represents a good understanding of surrounding constraints. Other existing solutions (if any) are equivalent to the proposed solution. 	
(15 – 20)	<ul style="list-style-type: none"> Proposed solution represents a clear understanding of surrounding constraints. Proposed solution may be superior to the existing solutions (if any). 	

Total Grade: _____ / 100

Evaluated by: _____

Signature: _____

Project Title: _____

Group ID: _____

Feedback Sheet (To be returned to the students for refinements)

Please return this sheet to the project committee in order to discuss it with the students.