

**Teamwork Faculty Advice for**  
**Engl 1301, Engl 1302, Speech Core Courses, Natural Sciences Core Courses, Govt 2305, and**  
**Govt 2306 Faculty**

Palo Alto College is using the THECB proposed six competencies for core courses as its Institutional General Education Competencies as well as the THECB Core Objectives and Foundational Component Areas Mapping. This Mapping shows that your courses should address “Teamwork” as one of the core competencies.

Summer 2011, the Palo Alto College Assessment Team defined Teamwork.

**Definition of Teamwork: An activity is a Teamwork activity when faculty ask two or more students to work together to complete a common task.**

This definition is flexible. It allows for group activities in-class that last a class period or less as well as group projects that last several weeks to be considered “Teamwork” activities. The goal is for all of the classes that must address Teamwork to have a teamwork activity.

This Fall 2011 semester we will assess “Teamwork”. A sample of students that are taking three or more courses at PAC Fall 2011 who have 45 or more college credit hours will be identified early in the semester and the schedules of these students will be examined to determine their “Teamwork” course. Faculty are notified that a teamwork assessment is needed by November 30, 2011 (send the documents to either your chair or Pat Stone (EO 230) by this date).

Here are some suggestions for incorporating a Teamwork activity in you classes this semester and future semesters -

- Talk to your colleagues! Ask them how they incorporate teamwork and collaborative learning in their courses.
- Review the document containing ideas from your colleagues generated Fall 2010  
[http://www.alamo.edu/pac/assessment/pdf/General\\_Education\\_Assessment/FacultyOnline%20Teamwork%20Ideas.pdf](http://www.alamo.edu/pac/assessment/pdf/General_Education_Assessment/FacultyOnline%20Teamwork%20Ideas.pdf)
- Your chair has copies of books to give you ideas including:
  - *Student Engagement Techniques* by Barkley
  - *The Online Teaching Survival Guide* by Boettcher and Conrad
- The PAC Faculty Teaching and Learning Website for Collaborative Learning has resources  
[http://www.alamo.edu/pac/facultydev/development/Teaching\\_LearningCenter.aspx#collaborative](http://www.alamo.edu/pac/facultydev/development/Teaching_LearningCenter.aspx#collaborative)

- Here you will find presentations by Dr. Barbara Millis and others on the use of collaborative learning in classes. Extra copies of Dr. Millis' presentations are available in EO 135, the Faculty/Staff Professional Development Resource Room
- The Faculty/Staff Professional Development Resource Room (EO 135) has resources:
  - Borrow a copy of *Collaborative Learning Techniques a Handbook for Faculty* by Barkley, Cross and Major. This book has 30 specific ideas for incorporating collaborative learning in college courses.
  - Borrow a copy of *Cooperation in the Classroom* by Johnson, Johnson, and Holubec. This book has specific ideas for incorporating collaborative learning in college courses.
- Dr. Boettcher specifically addressed how to incorporate teams in on-line courses in her second workshop day Summer II – here is the recording and the power pts are available (just send Pat Stone an e-mail [pstone11@alamo.edu](mailto:pstone11@alamo.edu) and let her know that you would like them). <http://pacms.alamo.edu/mediasite/Viewer/?peid=14cb48fc78544c77984ef9f7a0d7b54a1d>
- Ask Pat Stone to consult with you.

Once you have identified your Teamwork activity, utilize the Teamwork assessment documents below – The Student Self and Peer Assessment and the Faculty Assessment (your choice on this one). It is up to you if you want to use the assessments in your grading scheme for your class.

Using these assessment documents is especially important if your Teamwork activity occurs within the first month of the class. If you use the documents during this first month, then you will have everything ready to submit if one of the students in your class is identified for Teamwork assessment.

**Student Self and Peer Assessment**

**Date** \_\_\_\_\_

**Course Section and CRN** \_\_\_\_\_

**Team Name** \_\_\_\_\_

**Directions:** Please fill in this side of the form indicating your name as well as the names of everyone on your team along with what each person did to help the team accomplish its goals. Then rate yourself and your team members on the back side of this form.

	<b>Name</b>	<b>State what this person did to help the team accomplish its goals</b>
<b>Self</b>		
<b>Team Member #1</b>		
<b>Team Member #2</b>		
<b>Team Member #3</b>		
<b>Team Member #4</b>		

<b>The Quality of Contribution (s) to the Team Activity</b>			<b>Please circle the appropriate indicator</b>				
Outstanding (3)	Adequate (2)	Needs Improvement (1)	Self Score	TM #1 Score	TM #2 Score	TM #3 Score	TM #4 Score
What this person did to help the team accomplish its goals was beyond expectations. This person was the leader and completed all parts of the team activity assigned to him/her.	What this person did to help the team accomplish its goals met expectations. This person completed all parts of the team activity assigned to him/her.	What this person did to help the team accomplish its goals was below expectations. This person did not complete all parts of the team activity assigned to him/her.	3	3	3	3	3
			2	2	2	2	2
			1	1	1	1	1
<b>Treatment of Fellow Team Members</b>			<b>Please circle the appropriate indicator</b>				
Outstanding (3)	Adequate (2)	Needs Improvement (1)	Self Score	TM #1 Score	TM #2 Score	TM #3 Score	TM #4 Score
This person treated fellow team members courteously with respect and honored all view points of fellow team members.	This person treated fellow team members courteously with respect.	This person was not respectful of fellow team members.	3	3	3	3	3
			2	2	2	2	2
			1	1	1	1	1
<b>Attributes that Contribute to Teamwork</b>			<b>Please circle the appropriate indicator</b>				
Outstanding (3)	Adequate (2)	Needs Improvement (1)	Self Score	TM #1 Score	TM #2 Score	TM #3 Score	TM #4 Score
This person was fully engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>attended all team meetings and arrived on time to the meetings.</li> <li>enthusiasm for the team project inspired other members of the team.</li> </ul>	This person was engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>attended all team meetings and arrived on time for most of the meetings.</li> <li>was enthusiastic about working on the team project.</li> </ul>	This person was not engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>missed team meetings.</li> <li>was not interested in the team project.</li> </ul>	3	3	3	3	3
			2	2	2	2	2
			1	1	1	1	1

**Faculty Assessment**

Date \_\_\_\_\_

Course Section and CRN \_\_\_\_\_

Student's Name \_\_\_\_\_

**Directions:** After viewing the input from the Student Self and Peer Assessments for this student, please rate the student by circling the appropriate indicator.

<b>The Quality of Student's Contribution (s) to the Team Activity/Project</b>			<b>Circle the Appropriate Indicator</b>
<b>Outstanding (3)</b>	<b>Adequate (2)</b>	<b>Needs Improvement (1)</b>	<b>Score</b>
What this person did to help the team accomplish its goals was beyond expectations. This person was the leader and completed all parts of the team activity assigned to him/her.	What this person did to help the team accomplish its goals met expectations. This person completed all parts of the team activity assigned to him/her.	What this person did to help the team accomplish its goals was below expectations. This person did not complete all parts of the team activity assigned to him/her.	3 2 1
<b>Treatment of Fellow Team Members</b>			<b>Circle the Appropriate Indicator</b>
<b>Outstanding (3)</b>	<b>Adequate (2)</b>	<b>Needs Improvement (1)</b>	<b>Score</b>
This person treated fellow team members courteously with respect and honored all view points of fellow team members.	This person treated fellow team members courteously with respect.	This person was not respectful of fellow team members.	3 2 1
<b>Attributes that Contribute to Teamwork</b>			<b>Circle the Appropriate Indicator</b>
<b>Outstanding (3)</b>	<b>Adequate (2)</b>	<b>Needs Improvement (1)</b>	<b>Score</b>
This person was fully engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>• attended all team meetings and arrived on time to the meetings.</li> <li>• enthusiasm for the team project inspired other members of the team.</li> </ul>	This person was engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>• attended all team meetings and arrived on time for most of the meetings.</li> <li>• was enthusiastic about working on the team project.</li> </ul>	This person was not engaged in the work of the team. For example: <ul style="list-style-type: none"> <li>• missed team meetings.</li> <li>• was not interested in the team project</li> </ul>	3 2 1