

Undergraduate Learning Objective (Project Leader Self Eval)—Reviewed 12 November 2012¹

MGMT 356 – Leadership and Human Behavior

Project Leader Self-Evaluation - To be completed by the Project Leader

Name of Student Leader: _____ Names of Group Members: _____

Project: _____ Date: _____

Instructor/Rater: _____ Rating Total: _____

Project Leadership							
CRITERIA	Unsatisfactory 1	Below Expectations 2	Meets Expectations 3	Above Expectations 4	Outstanding 5	Comments	Score
Create a vision and establish goals for the project.	Vision not apparent. Goals not established. Project purpose, aims, etc. and done out of need only. Not clear.	Evidence of a vision but Goals not established. Project purpose, aims, etc. are partially defined	Evidence of a vision & purpose of project. Goals are developed.	Clear evidence of project purpose. Goals are developed; are consistent with desired outcomes.	Extremely well-constructed goals for project. Very clear expression of purpose & vision with steps to attain it.		
Communicate Effectively.	Vision, goals, and tasks were poorly communicated. Followers were not involved in the process.	Vision, goals, and tasks were slightly communicated. Followers had very low involvement in the process.	Vision, goals, and tasks were sufficiently communicated with limited confusion. Followers had some say in the project.	Vision, goals, and tasks were well communicated. Leader engaged. Leader listened to follower's suggestions and feedback.	Vision, goals, and tasks were extremely well communicated. Leader engaged followers in dialogue about project.		
Leadership Style.	The leader gave no consideration to style and approach. Seemed unable or unwilling to adapt.	The leader chose a style which was ineffective	The leader's style was effective in leading the project	The leader was able to recognize & adapt his or her style in such a way that it improved the project quality.	The leader fluidly adapted his or her style and approach to meet multiple challenging situations.		
Leader/Follower Relations.	The leader did not show concern or try to develop effective relationships.	The leader showed minimal concern or minimally tried to develop effective relationships	The leader developed relationships well enough; it did not interfere with project completion.	The leader was effective in creating effective leader-follower relations that inspired trust and quality effort.	Followers went the extra mile for this person because of the transformational quality of relations he/she established as a leader.		

¹ Raw data is collected and sent to AoL Administrator (as of 11-12-2012, Dr. Offstein) from Key Professor (Dr. McClellan)

Teamwork.	Our group displayed no evidence of teamwork.	Our group displayed minimal evidence of teamwork.	Our group worked together well enough as a team to achieve our goals.	Our group members were highly supportive of goals & each other resulting in effective teamwork.	This was one of the best team I have been on. Everyone was united around a common goal and extremely supportive.		
						Subtotal	
Project Assessment A-2							
To be completed by the Leader and Team Members							
Goal Attainment.	Project goals were not attained.	Project goals were partially attained.	Project goals were attained.	Goals were attained completely & expressed well.	Goals were attained and surpassed. Much is achieved.		
Project Quality.	Project negatively impacted client	Project made a small, but less than necessary contribution.	Project met the needs of the client group or organization.	Project went beyond the basic requirements of the client group or organization.	Project made a unique and significant difference to the client group or organization based on exceptional effort and participation.		
Rigor- Time.	< 2 hours of service.	2 – 2.5 hours of service.	2.5 – 3.0 hours of service.	3 – 3.5 hours of service.	3.5 to 4 (or more) hours of service.		
Rigor-Effort.	Minimal effort on the part of 1 participant.	Minimal to average effort on the part of 2 participants.	Average effort on the part of all participants.	Difficult to accomplish.	Very Challenging.		
						Subtotal	
Paper Assessment A-3							
To be completed by the Leader and Team Members							
Content Theory to Practice.	Did not relate to theory	Theories were stated or referred to, but were not explained.	Theories were stated with brief but sufficient explanation.	Theories were applied and thoroughly explained.	Theories were applied, explained, and pros/cons of the theories were presented.		
Content Materials and Documentation.	Content was based on the project no reference to class materials. No sources were mentioned or cited.	Content was based on the project with minor reference to class materials. Sources were mentioned but not cited.	Content was based on the project, class material, and 1-2 outside sources, and cited.	Content was based on the project, class material, as well as 3-4 significant outside sources, and properly cited.	Content was based on the project, material from class material, and >5 exceptional outside sources using APA.		

Writing/Clarity.	>2.5 errors per page & many writing issues.	2.5- 2 errors per page & many writing issues.	1.6-2 errors per page & some writing issues	1.1-1.5 errors per page & clearly written.	Less than 1 error per page & clearly written.		
						Subtotal	

Total Score: _____

Comments: _____

**Undergraduate Learning Objective (Leader Eval. of Follower's Perform.)—Reviewed 2 October 2012²
To be completed by the Leader for EACH follower. There MUST be Justification for each factor.**

Leader's Name: _____ **Follower:** _____

Below are a set of factors on a continuum from 1-5.

The leader will assess EACH of the followers on each category and provide justification for the rating.

² Raw data is collected and sent to AoL Administrator (as of 10-2-2012, Dr. Offstein) from Key Professor (Dr. McClellan)

CRITERIA	Unsatisfactory 1	Below Expectations 2	Meets Expectations 3	Above Expectations 4	Outstanding 5	Justification
Initiative & Engagement	Follower did not participate in the project	Follower participated but demonstrated little or no initiative or engagement in the project	The follower was engaged in the project and contributed his or her share to its completion.	The follower took initiative to make the project better. He or she was very engaged.	The project achieved a higher level of success because of the extremely high level of engagement and initiative of this follower	
Alignment	This follower was critical from the beginning of the project and did more to hurt than help	This follower went along with things openly but did not give his or her insights regarding the project	The follower conformed to what we were doing and contributed as necessary	This follower was willing to challenge us to improve and do things better and to get on board to get things done	This follower was truly exceptional, His/her willingness to challenge our thinking & commitment made this project successful	
Influence	This follower had a negative influence on others in the group	This follower did his or her work, but did not influence others	This follower had a positive influence on others as the project proceeded	This follower's positive influence made the project better & more enjoyable for everyone	This follower demonstrated truly exceptional informal leadership in the project.	
Information Finding and Sharing	This follower did not research or provide information that we needed to complete the project	This follower shared information he or she felt was important but did not actively seek important information for the project	This follower both sought and shared information in such a way that the project was completed successfully	This follower actively sought out information to improve the project quality and shared it with us	This follower was extremely effective in finding out what we needed to know and sharing it with us in a way that made the project exceptional	

Total Score: _____