

## Capstone Self Assessment Winter Quarter 2013

### Part 1: Class Agreements

Please reflect on your course performance relative to the following class agreements. Circle the word that best describes your self-assessment in each area.

#### 1. Respect:

Was respectful of my teammates, their ideas, and work needs.

Always                      Sometimes                      Rarely

#### 2. Critique:

Accepted criticism with a positive attitude

Always                      Sometimes                      Rarely

Offered constructive criticism to others

Always                      Sometimes                      Rarely

#### 3. Work:

Agreed to do assigned work

Always                      Sometimes                      Rarely

#### 4. Effective communicator:

Responded to emails quickly

Always                      Sometimes                      Rarely

Asked questions when things are unclear

Always                      Sometimes                      Rarely

Kept the whole team in the loop

Always                      Sometimes                      Rarely

When asking a question, I listened to the answer

Always                      Sometimes                      Rarely

Kept expectations reasonable

Always                      Sometimes                      Rarely

Communicated the feasibility of requests

Always                      Sometimes                      Rarely

#### 5. Help:

Was willing to help others.

Always                      Sometimes                      Rarely

### Part 2: My Performance

Please reflect on your course performance relative to the following areas. For each item, mark the box that best describes your self-assessment in each area.

Skills	4 Advanced	3 Competent/meets expectations	2 Progressing/does not fully meet expectations	1 Beginning/does not meet minimum expectations	Score
<b>Contributions/participation Attitude</b>	Always willing to help and do more, routinely offers useful ideas. Always displays positive attitude.	Cooperative, usually offers useful ideas. Generally displays positive attitude.	Sometimes cooperative, sometimes offers useful ideas. Rarely displays positive attitude.	Seldom cooperative, rarely offers useful ideas. Is disruptive.	
<b>Working with others/cooperation</b>	Did more than others— highly productive Works extremely well with others, never argues.	Did my part of the work— cooperative. Works well with others, rarely argues.	Could have done more of the work —has difficulty, requires structure, directions and leadership, sometimes argues.	Did not do any work —does not contribute, does not work well with others, usually argues with teammates.	
<b>Focus on task/commitment</b>	Tries to keep people working together. Almost always focused on the task and what needs to be done. Is very self-directed.	Does not cause problems in the group. Focuses on the task and what needs to be done most of the time. Can count on this person.	Sometimes not a good team member. Sometimes focuses on the task and what needs to be done. Must be prodded and reminded to keep on task.	Often is not a good team member. Does not focus on the task and what needs to be done. Lets others do the work.	
<b>Team role fulfillment</b>	Participates in all group meetings, assumes leadership role as necessary. Does the work that was assigned by the group.	Participates in most group meetings. Provides leadership when asked. Does most of the work assigned by the group.	Participates in some group meetings. Provides some leadership. Does some of the work assigned by the group.	Participates in few or no group meetings. Provides no leadership. Does little or no work assigned by the group.	
<b>Communication/listening Information sharing</b>	Always listens to, shares with, and supports the efforts of others. Provides effective feedback to other members. Relays a great deal of information—all relates to the topic.	Usually listens to, shares with, and supports the efforts of others. Sometimes talks too much. Provides some effective feedback to others. Relays some basic information— most relates to the topic.	Often listens to, shares with, and supports the efforts of others. Usually does most of the talking— rarely listens to others. Provides little feedback to others. Relays very little information— some relates to the topic.	Rarely listens to, shares with, or supports the efforts of others. Is always talking and never listens to others. Provides no feedback to others. Does not relay any information to teammates.	

<b>Job proficiency/correctness</b>	Work is complete, well organized, no errors and is done on time or early.	Work is generally complete, meets the requirements of the task, and is mostly done on time.	Work tends to be disorderly, incomplete, not accurate and is usually late.	Work is generally sloppy and incomplete, excessive errors and is mostly late or not at all.	
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### 3. Quality

**1. The work I produced for this course was of the highest quality:**

Always                      Sometimes                      Rarely

**2. The area I want to improve in my own practice next quarter is: (write in your thoughts here)**

**3. I would assign myself the following grade for the course:**

A      A-      B+      B      B-      C+      C      C-