*To be completed by the student:*

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course (e.g, 27920): \_\_\_\_\_\_\_\_\_\_\_**

**Team/Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **List your individual accomplishments to date (can add/delete rows as needed):**

|  |  |
| --- | --- |
| **Individual Accomplishments** | **Location of Evidence** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **List your individual accomplishments and achievements that you will complete by the end of the semester (can add/delete rows as needed)**

|  |  |
| --- | --- |
| **Accomplishment to be completed** | **When will it be completed?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Describe anything that you are struggling with related to the project.**
2. **Describe at least one of your strengths that has contributed to the team.**
3. **Describe at least one of your weaknesses that you could try to overcome.**

1. **Describe your impact on the project overall.**
2. **Any additional comments you would like to add:**

**Have you met the following requirements?**

|  |  |  |
| --- | --- | --- |
| **Yes** | **No** | **Requirement** |
|  |  | Document individual contributions to the project and team to date in format as required by your project mentor(s). |
|  |  | Contribute as appropriate to date to project documentation, presentations, publications, and/or poster. |
|  |  | Complete mid-semester individual performance evaluation by Sunday, March 7th at 11:59 pm in Brightspace. |
| **N/A** | **N/A** | Complete final individual performance evaluation by Friday, April 30th at 11:59 pm in Brightspace. |
|  |  | Complete mid-semester peer evaluation of team members in CATME by Sunday, March 7th at 11:59 pm and indicate completion in Brightspace. (Note: N/A for mid-semester: final peer evaluation of team members in CATME by Friday, April 30th at 11:59 pm) |
| **N/A** | **N/A** | Complete final Purdue course evaluations and submit screen shots of completion to Brightspace (due Friday, December 4th at 11:59 pm). |
|  |  | Submitted appropriate Professional Development plan and is on track to meet PD requirement?  |

**N/A = Not applicable for mid-semester**

*To be completed by the VIP mentor(s):*

**Accomplishments and effort:**

\_\_Quantity of project accomplishments

\_\_ Quality of project accomplishments

\_\_ Initiative

\_\_ Work ethic

\_\_ Ability to overcome project setbacks

\_\_ Learning needed for the project

\_\_ Focuses effort on achieving goals

 \_\_ Manages time and tasks well

**\_\_ Overall**

**Documentation:**

\_\_ Individual documentation (quality/quantity)

\_\_ Contributions to team documentation

 (quality/quantity)

\_\_ Contributions to team poster/presentations

\_\_ Use of appropriate tools (e.g., Git)

**\_\_ Overall**

**Teamwork and Interactions:**

 \_\_ Participates fully in team (lab) meetings

 \_\_ Participates fully in sub-team meetings

 \_\_ Contributes fair share of team’s work with

 acceptable quality

 \_\_ Keeps commitments and completes

 assignments on time

 \_\_ Listens to teammates and respects their

 contributions

 \_\_ Communicates clearly. Shares information

 with teammates

 \_\_ Respects and responds to feedback from

 teammates

 \_\_ As appropriate, involves and assists others in

 efforts

 \_\_ Demonstrates leadership and/or project

 management skills

 \_\_ Development and implementation of PD plan

 **\_\_ Overall**

**Expected Grade Based on Current Performance:**

**Comments:**