



PURPOSE

The purpose of this activity is to give you the experience of assessing a report and presentation on traffic signal timing.

LEARNING OBJECTIVE

- Provide effective feedback to others

REQUIRED RESOURCE

- Results from previous activities

DELIVERABLE

- Complete evaluations as instructed

TASKS

Your final report will have two components, a written report and an oral report.

INFORMATION

Each team will be responsible for presenting their findings and participate in the review of the reports and presentations by other team members. You may be assigned one or more of the following tasks.

TASK 1

Responsibilities of presentation reviewers:

Carefully review the presentation as it is given. Make notes on the strengths and areas for improvement of the presentation while it is being given. Each member of the review team will be responsible for submitting their individual responses to the following questions:

1. What were the strengths of the presentation?
2. Were the elements of the design clearly presented?
3. Were the design elements supported or justified?
4. What suggestions would you make to the team to improve their presentation?

TASK 2

Responsibilities of questioners:

Carefully listen to the presentation as it is given. Make notes on the presentation as it is given. Consider the following questions as you consider questions that you will ask at the conclusion of the presentation:

1. What did you like about the presentation?
2. What points didn't you understand during the presentation?
3. What questions did you have regarding the design plan, its elements, and how it was justified?

TASK 3

Responsibilities of the report reviewers:

Your task is to review the written report and other supporting materials. Refer to Activity #62 for the complete list of requirements as you complete your review. Please answer the following questions:

1. Did the report include the required information? If not, what was missing?
2. Did the report include the required sections? If not, what was missing?
3. Did the report clearly state the design elements? Provide a brief justification of your answer.
4. Did the report provide justification for each of the design elements? What is your assessment (strengths, areas for improvement) of the justification?
5. Was the report well written? Were you able to easily read through the report? What was the quality of the writing?
6. What suggestions would you make to improve the quality of the report?

Rubric

Students often ask: "How will my report be evaluated?" On the opposite page are the criteria (or rubric) that we (and you as peer reviewers) will use in evaluating your final reports. A *rubric* is an evaluation or scoring tool that lists the criteria for a piece of work or 'what counts.'

Table 36. Rubric for Evaluating Design Reports

Criteria	High quality performance	Acceptable performance	Unacceptable performance
<i>Report contents</i>	The report includes all of the required sections and displays them clearly and logically.	The report includes all required sections.	One or more required sections are not included in the report.
<i>Timing plan</i>	The report includes all of the required timing plan elements and the phasing plans for each intersection in both tables and supporting text.	The report includes the required timing plans and phasing plans.	The report does not include all of the required timing and phasing elements.
<i>Optimization process</i>	The report includes a description of the optimization process, and the supporting charts and calculations. The data are presented in clearly designed charts and tables, with text that elaborates and explains the charts and tables. The analysis is clearly described and supported by data.	The report includes a description of the optimization process and the supporting charts and calculations.	The optimization process is not described clearly, the supporting data are not included, and the results of the process are not shown.
<i>Selection of timing parameters</i>	The report includes the process by which all of the timing parameters were selected, as well as the supporting calculations justifying these parameters. The supporting calculations show all assumptions, steps, equations, and data used to justify the selection of the parameters.	The report includes the process by which all of the timing parameters were selected, as well as the supporting calculations justifying these parameters.	The process for selecting the timing parameters is not clearly described and the supporting data are not included.
<i>Organization</i>	The report is organized in a manner that allows the reader to follow the sequence of topics and decisions. The sequence of topics supports the arguments and conclusions presented.	The report is organized in a logical manner.	The report is not easy to follow because the organizational structure is not clear to the reader.
<i>Readability</i>	The writing style in the report is crisp and clear, and uses high standards of grammar and readability.	The writing in the report is of acceptable quality; that is, the writing is not so poor that it distracts the reader from understanding and agreeing with the points made in the report.	The writing is poor and does not clearly communicate the results.
<i>Executive summary</i>	The executive summary provides a complete overview of the key points that appear in the report in a way that provides the information that the reader needs to understand the design and how it was developed.	The executive summary provides a clear overview of the points that appear in the report.	The executive summary does not provide a summary of the important points made in the report.

