

BA 301 Term Paper Peer Review Form

Student Name & Section Number: _____

Reviewer's Name: _____

Reviewer's Email: _____

Reviewer Instructions: The purpose of this exercise is to 1.) help the student improve the term paper, 2.) gain insights for improving your own term paper, and 3.) gain experience in thinking critically and evaluating problem-solving outcomes. To accomplish these objectives, read the term paper draft thoroughly and use the guidelines and structure provided on this form your comments. Your feedback should be as detailed and thorough as possible. Please use the space below and the back of the page for your comments. Show these to the instructor and then return them to the term paper's owner.

- **Meets Expectations:** the paper fully meets the requirements outlined by the instructor (has some strengths and some weaknesses)
- **Exceeds Expectations:** the paper is very strong in meeting all of the requirements, or goes beyond in some meaningful way
- **Fall Short of Expectations:** the paper exhibits serious weaknesses in meeting some of the requirements.

If it seems to you that a paper exceeds or fails to meet expectations, you must explain why in the space provided.

Review Criteria	Ratings: Check One	Comments: (Use back of sheet, if necessary)
Problem Statement: The problem is well defined, and the paper provides sufficient details about the problem such that the PSU SBA process can be applied.	Exceeds _____ Meets _____ Falls Short _____	
Completeness/Format: The paper includes all required components – cover page, table of contents, executive summary, position, sense, uncover, solve, build, achieve, citations, and uses the required format, i.e., fonts, headings, etc.	Exceeds _____ Meets _____ Falls Short _____	
Use of Course Related Tools: The paper effectively uses a number of the problem solving tools reviewed during the term, e.g, decision matrix, fishbone diagram, cost benefit analysis, Gannt charts, etc.	Exceeds _____ Meets _____ Falls Short _____	
Quality & Depth of Solution: Two or more alternative solutions are provided, and a clear recommendation is made for the chosen solution, supported by a cogent argument and research data.	Exceeds _____ Meets _____ Falls Short _____	
Quality in Presentation: The term paper is carefully organized and written. Its arguments are clear and understandable. Each argument is carefully supported with logic or evidence. The paper follows standard writing conventions and is free of grammatical or structural errors that detract from the ability of the reader to understand the paper.	Exceeds _____ Meets _____ Falls Short _____	