Group Work Guidelines

1. Exchange Names and/or phone numbers and e-mail for contact outside of class. If someone is nervous about giving out this information, s/he doesn’t have to. It is just a good idea to have a buddy in class who can help you outside of class.

2. Agree on a Recorder but remember to rotate this job around the group so that one person doesn’t do all the recording. (Guys often say they have terrible handwriting but their hand writing will get better if it has to. J) (Shy people often volunteer to record if they think it means they don’t have to talk. See # 4!) RECORDERS: Please put your group number and the names of the group members on the top of the group notes.

3. Agree on a Timekeeper who can watch the clock and keep track of how much time you are spending on different tasks. Help people stay on task here.

4. Participate equally. Don’t let chatty people take over and don’t let quiet people stay quiet. Encourage each other to participate equally.

5. If someone is un-prepared, didn’t do any homework, let them record and catch up that way. At no time should anyone ever tell anyone what was in the assigned homework and become his/her teacher/tutor for the class.

6. If the group is equally unprepared, call me over. If you have any questions about how to do the group work, call me over. No such thing as a dumb question here. I will regularly float around the room and be a part of each of your groups any way, like it or not! J

7. The Recorder should regularly read back the notes to the group, and the other group members should let the Recorder know if they agree on what is being presented, since it represents part of their small group grade (10% of the course grade).

8. The group members should all review everything the recorder has recorded one last time and chime in if they want anything added, deleted or rearranged. USE the full time allotted for the work. Groups that finish early often have gone too fast and missed something. Going fast doesn’t mean you are more efficient than other groups. J

9. Group work will ALWAYS be collected by me at the end of class, usually after each group has verbally presented what they came up with during the allotted group work time. Recorders, please remember to turn in these group notes.

10. If the group did not finish the assigned task(s) on time, please make a note of this and why it happened on the group work notes.