ED 297a Group Work Guidelines (Fall 2010)

- Be prepared to contribute to the group.
- Actively participate in the group.
- Good communication is essential.
- Group should get to know each other.
- Have specific scheduled meeting times.
- Designate specific roles for each group member and divide up the work.
- Don’t be afraid to ask questions.
- Group members have each other’s contact information.
- Check up on each other.
- Realize everyone has things that they can contribute to the group.
- Use everyone’s talents to benefit the group.
- Each member of the group is given a task and deadline to complete the task.
- Be responsible, everyone in the group is responsible for getting their task done and sharing in the work load.
- Keep in touch with each other either through e-mail, or by phone.

Group work guidelines are the top tips for effective group work that were contributed and voted on by students in ED 297a (Fall 2010).

https://spreadsheets.google.com/ccc?key=0Ah43enDBG6sIdF9WTmZVN08wSHVqYzl6WE5NT1Rwc1E&hl=en#gid=0
Voted as top ten tip for effective group work

1 (84 pts)
I think one of the most important aspects of working in an online group is being prepared to contribute. It is vital that every member of the group actively participate. I think the group should be divided into specific roles for each individual. Each group member should pull their weight. Otherwise, the whole group will suffer.

- Be prepared to contribute to the group.
- Actively participate in the group.

2 (82 pts)
I think the most essential element in an online group is communication. Every group member needs to know their role. Their should be specific and clear communication throughout the duration of the assignment. In order to successfully communicate I believe that the group members need to get to know each other. I think that this is vital especially in an online group. There should be specific meeting times online where the group members get together and discuss their goals and delegate tasks. I believe that having weekly group meetings will help bring the group together.

- Essential to have good communication.
- Group should get to know each other.
- Have specific scheduled meeting times.

3 (82 pts)
The first suggestion that we had for working effectively in an online group is to communicate. Communication is very necessary to equally split the work and insure that everyone in the group is on the same page.

- Designate specific roles for each group member and divide up the work.

4 (81 pts)
It is important to make sure that each group member understands what needs to get done and who is going to be responsible for each task in order to complete an assignment. If in doubt, do not be afraid to ask questions.

- Don’t be afraid to ask questions.

5 (81 pts)
Be sure to have each other’s contact information to check up regularly with each other. It is extremely important that you have a concrete way of communicating with each other, otherwise difficulties arise.

- Group members have each other’s contact information.
- Check up on each other.

6 (79 pts)
Our suggestion is to keep open communications within the group. Everyone has things that they can contribute to the group. Some people are stronger in one area than others. Use everyone's talents.

- Realize everyone has things that they can contribute to the group.
- Use everyone's talents to benefit the group.

7 (77 pts)
Each member of the group is given a task and a deadline to complete that task.

- Each member of the group is given a task and deadline to complete the task.

8 (76 pts)
The second suggestion that our group had for working effectively in an online group is responsibility. We felt that everyone in the group needs to be responsible for their work to make sure that the group can properly function as one. If one person is not responsible for their share, then the group fails as one.

- Be responsible, everyone in the group is responsible for getting their task done and sharing in the work load.

9 (75 pts)
Require mini-benchmarks for the group to ensure that no group member, in an online environment, is able to wait until last minute to submit their portion of work.

10 (72 pts)
- Keep in touch with each other either through e-mail, or by phone.