

## Groupwork Guidelines Spring 2011

- Inform each other of all the different ways of contacting you: e-mail, skype, texting, call, live chat, etc.
- Essential for each group member to commit 100% of their effort by agreeing to take responsibility and be accountable in accomplishing the project goals.
- Show respect and consideration to others in the group.
- Clearly defining everyone's role in the group so that there is no confusion of what is expected from each member.
- Appreciates and attempts to understand the views of each group member, regardless of whether they confirm or conflict with his own views.
- Secondly, everyone has their own opinions so the group should be professional in their opinions and disagreements in order to make a fair decision on the given subject.
- First of all, for a group to work effectively, each member of the group should take equal responsibility for the contribution of the groups' work including responding to each other in a timely manner.
- Communication can be a key factor to the outcome of a group's goal. Without communication there is confusion and disorganization. It is important to use basic manners, professional etiquettes and to keep an open mind when communicating with your group members. In our situation, communication can be difficult. When taking an online class, there is that assumption that we are taking online classes for the convenience of our busy schedules. Scheduling a time and way of communicating with each other is important. Those who are not able to meet face to face may have to communicate via telephone, text, e-mail, etc.
- Be a team player. Accept everyone's ideas and never leave any members out of the group.
- Important to be an effective communicator - being open, honest, willing to share, respect each other's opinions, gives feedback, and supports each other while accomplishing a team goal or task.
- Actively participates in discussions and work that the group is tasked to complete or research, including not only group, but also individual tasks.