

GROUP & GROUP MEMBER RESPONSIBILITIES

The success of the group will depend on the cooperation and professionalism of its members. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done; how to find information; how to assess information; how to share the workload; and how to resolve interpersonal conflicts that might arise. Effective collaboration includes, but is not limited to:

- Participating fully (in spirit and actuality)
 - Participating professionally (i.e., civil discourse; abiding by the rules of academic honesty)
 - Meeting responsibilities (i.e., completing tasks on time and to the best of your ability)
 - Taking the consequences of not abiding by the group's rules.
 - Giving group members appropriate credit where due
 - Not giving credit where it isn't due
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After reading through this document, each member needs to initial each item and then sign the document at the end. Return it to the instructor who will make copies for your group. If you disagree with these rules, then as a group amend them. They must be approved by the instructor.

1. Each group member agrees to show up to class and to outside group meetings on time. Group members who are avoidably late must _____.

Initials:

3. A group member who is absent more than _____ times may be dismissed from the group.

Initials:

4. If a member submits plagiarized material and/or cheats, the group agrees to bring this to the instructor's attention immediately.

Initials:

5. Members agree to treat one another with respect. If you don't like an idea, address the idea, not the person (e.g., "I don't think that idea will work because..." not "That's stupid"). In the event that a group member treats someone inappropriately, they will

Initials:

6. No “cross talking” is allowed. This means not interrupting when someone else is talking. In the event that a group member or members are dominating the group, it’s the time keeper’s job to politely interrupt them (this is when you can interrupt) and ask that someone else speak.

Initials:

7. Other rules that the group would like to add:

Initials:

Group Roles

Project Director: The group lead who will facilitate meetings, ensure the group makes decisions, keeps the group on task, and encourages all group members to do their best.

Liaison: The person communicating between group members, for the group to the teacher, or between other groups. They will also take the role of other group members who are absent.

Recorder: The person who records and organizes the group’s work, writes down all decisions and progress, and keeps time during meetings.

Resource Manager: The person responsible for identifying resources needed to complete the project, collecting and returning any materials for the group, and organizing the work space.

Group Members

Date: _____

Identify your role, print your name, and sign below.

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