

GROUPS & GROUPWORK PROCEDURES

I	II	III

IV	V

Following are group guidelines: the most general is to try to work together effectively and enjoyably.

1. **Play your role:** get into it. Be sure to rotate to a different role at each class meeting. :

The Project Coordinator sees that the group is physically organized and keeps it on task, summarizing and getting consensus on what is being agreed to.

The Devil's Advocate helps the group do its best work *by intentionally adopting unpopular or uncommon perspectives—trying to find problems with the ideas or approaches the group is favoring or by championing alternative ideas or causes.* A Devil's Advocate works hard to keep the group from operating blindly but is careful not to obstruct its progress towards its goals.

The Recorder collects & submits games/homework, records group results, and writes any classroom report and the D2L report.

The Encourager supports the Project Coordinator to keep the group organized and on task—and sees that everyone participates and feels good about participating. (2 Encouragers in 5-person groups.)

2. **Get physically organized** to be able to work effectively—clustered tightly together and separated from other groups when working together, as part of a large circle for full-class discussions.
3. **Collect & submit the work** each person has done to prepare for class. Discuss, while homework is being checked, course journal entries, games recently played, and possible texts for class discussion.
4. **Plan** work assigned to be done during the class period to fit the time available and then do it, enjoying each other's company, but focusing on the project.
5. **Do exploratory writing as you work.**
6. At the end of a session, **reflect on your work.** Ask each other *What went well today? What could be improved? What were the most interesting concepts? What was the most important activity? What do we need to do to be prepared for the next meeting? What ideas or assignments need more explanation? How is your practice work going?* Occasionally, you should ask: *How is everyone doing on D2L?*

Be sure everyone knows what the assignments are for the next meeting and the week. And be sure the recorder knows what to report on D2L—giving the group's consensus on the four questions:

- What is the most important (or most interesting) concept from today's class?
- What did we do that helped your learning?
- What did we do that hindered your learning?
- What can we do differently to improve your learning?

The goal of group work is to support each member's work in the class—through making the class community both intellectually challenging... and friendly and cooperative.