

## ***Group Work Information***

1. Within first 2 weeks, have your agreed-upon "House Rules" written out and send to me via email. Such items covered may include: being on-time for meetings; completing all assignments as agreed; communicating regularly with all group members; being helpful; not gossiping about group issues outside of the group; treating each other with respect and what that means to each member, etc)
2. Within first 2 weeks, each member must have assigned role decided upon by group (I may make changes based on group input but only if necessary). Send written roles (ie, captain, recorder, communications, research person, others\*\*) with assigned/volunteer name. Please include email address and phone number for each person.
3. Each week by Monday eve, group captains will send email to me re: progress of group and other pertinent feedback. Please include:
  - a. What's working
  - b. What's not working
  - c. Any suggestions the group has to improve their working conditions
  - d. Notes from your last group meeting (include who attended, if anyone left early, group activities for the meeting such as what was covered, etc)
  - e. How group responsibilities are coming along
  - f. Any challenges and how is this being handled
  - g. Do you need a meeting with me?

**Note:** If a face-to-face meeting with me is requested, generally I will meet with the captain first and then the entire group if needed. I plan to have meetings take place during regular office hours so as not to use up class time for everyone unless there is an emergency situation. We may also hold an online "meeting," Skype, or use web cams. Let's be creative!

**On group selection:** In the first 2 weeks, I will make random group selections. If you absolutely cannot work with that assigned group for whatever reason, you may choose to switch groups *if another group is willing to take you*. But this option will cost you **50 pts**. Make your decisions wisely.

\*\* What other roles can you all think of?