

Group ground rules

1. Each group member understands what they are responsible for completing/preparing
2. Each group member comes prepared to scheduled group meetings
3. Each group member respects the others' opinions and listens to what they have to say in a respectful manner
4. Each group member recognizes that different people have different styles and that their way is not the only way

Additional ground rules:

Read scenarios on page 2 of this document. Take a few minutes to consider any additional ground rules you would like to set for your group.

Some ideas: group members should respond within 24 hours to all e-mails, group will set up a google doc, facebook page or other shared on-line space to maintain good communication.

Additional group ground rules:

- 1.
- 2.
- 3.

Please have each group member sign below to indicate that they have agreed to follow the group ground rules:

Name	Signature

Optimal group function depends on each person playing a role. Here are some possible roles to consider taking on in your group:

Organizer: Makes sure that assigned tasks are accomplished on time and that all members are participating in the activities and understanding concepts

Figure producer: Creates figures to visualize results using Microsoft Excel or similar

Recorder: Records important aspects of group discussions, decision-making processes and agreed upon deadlines

Reflector: Observes and comments on group dynamics to improve group performance. Periodically reports to the group about how the group is operating and makes suggestions for improvements

Some possible scenarios from past classes to help you think about additional rules you might consider for your group

- A member did not attend agreed-upon meeting with other lab group members.
- A member dominated group discussions and did not give others a chance to share their ideas.
- A member did not contribute to group discussions.
- A member did not respond to emails/texts sent from other group members .
- A member took over doing all the set-up for an experiment.
- A member submitted individual work that was below college standard and had to be revised by other group members.
- A member focused only on their own ideas and did not work with the group to come to consensus on the group project .
- A member asked to see another group member's draft of a writing assignment and then submitted this draft as their own, resulting in both group members being disciplined for plagiarism.