**Collaborative learning:** Students work together in teams for an extended period to complete a graded task/project.

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<th>STRUCTURE</th>
<th>STRATEGY</th>
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| 1. Prepare for Group Work | - Align collaborative learning with student learning outcomes.  
- Articulate a clear discipline-specific rationale for the use of group work.  
- Carefully consider group formation and size; a team of 3 – 5 students is more manageable.  
- Generate checklists for monitoring group process and product. |
| 2. Facilitate Group Process | - Focus process on the expectations associated with positive interdependence.  
- Teach students good group work skills and process.  
- Help students establish group norms and develop a group contract.  
- Assign roles. Provide the checklist for group process. |
| 3. Clarify Group Task/Project | - Focus task on the expectations associated with individual and group accountability.  
- Design a complex and multifaceted task that requires group effort.  
- Explain the group task and expected product; provide written instructions and rubric.  
- Help groups identify individual expectations and contributions. |
| 4. Monitor Process | - Schedule in-class team meetings to observe process.  
- Walk around and answer any questions as needed.  
- Schedule regular check-ins to guide process and provide feedback.  
- Set timelines for interim report of group process. Preemptively address free-riding issues. |
| 5. Monitor Task/Project | - Break the task into steps. Require each member to keep track of contributions.  
- Set timelines for submission of each step.  
- Review task. Provide formative assessment/feedback.  
- Review interim self and peer evaluations. Intervene to support equal contribution to group task. |
| 6. Schedule Presentation of Task/Project | - Provide instructions for group presentations.  
- Allow group members to choose their presentation format. Encourage the use of multimedia.  
- Ask the audience to post questions and feedback to Zoom chat.  
- Debrief the group project for the entire class. Revisit objectives. Summarize main points. |
| 7. Include Reflection on Process and Product | - Have each student submit a critical reflection that encompasses:  
  ▪ What went well in group work and what could be improved.  
  ▪ Quality of group contributions to task (self and peers).  
  ▪ How group work impacted their learning. |

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