## Collaborative Group Work

Collaborative Group Work: 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** | o Align group work with course learning **objectives and knowledge dimension**.  
 o Articulate a clear **discipline-specific** rationale for the use of group work.  
 o Carefully consider **group formation and size**; a team of 3 – 4 students is more manageable.  
 o Generate checklists for monitoring group **process and product**. |
| **2. Facilitate Group Process** | o Focus process on the expectations associated with positive **interdependence**.  
 o Teach students good **group work skills** and process.  
 o Help students establish group norms, and develop a **group contract**.  
 o **Assign roles**. Provide the checklist for group process. |
| **3. Clarify Group Task/Project** | o Focus task on the expectations associated with individual and group **accountability**.  
 o Design a complex and multifaceted task that requires group effort.  
 o Explain the group task and expected product; provide written instructions.  
 o Help groups identify individual expectations and contributions. |
| **4. Monitor Process** | o Schedule in-class group meetings in Zoom breakout rooms to observe process.  
 o Create a private space in Zoom for groups to meet and exchange ideas.  
 o Maintain **instructor presence**, Schedule regular check-ins to guide process and provide feedback.  
 o Set timelines for interim report of group process. Preemptively address **free riding** issues. |
| **5. Monitor Task/Project** | o Break the task into steps. Require each member to keep track of contributions.  
 o Set timelines for submission of each step.  
 o Review task. Provide formative assessment/feedback.  
 o Review interim **self and peer evaluations**, Intervene to support equal contribution to group task. |
| **6. Schedule Presentation of Task/Project** | o Provide **instructions for group presentations**.  
 o Allow group members to choose their presentation format. Encourage the use of multimedia.  
 o Ask the audience to post questions and feedback to Zoom chat.  
 o Debrief the group project for the entire class. Revisit objectives. Summarize main points. |
| **7. Include Reflection on Process and Product** | o 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. |