

ACTIVITY: IMPROVING GROUP WORK

Writing and Submission Requirements

- Length: 250 words- 300 words individually: 1 group memo 200-300 words
- Format: 12-pt Times New Roman font, double spaced, 1" margins, name and date, paginated.
- Submission: Turn in to Sakai: Activity 8 as an attached document in Word or Rich Text format (.doc or .rtf). For the electronic copy, name the file using your last name and the name of the assignment with no spaces (e.g.: SmithActivity8.doc)

Assignment Prompt and Context

You have probably had a lot of experience working in collaborative teams in previous courses or on the job. Brainstorm for five minutes, listing some of your best and worst experiences participating in collaborative teams (no names please!).

Choose one positive experience and one negative experience. Think about why the positive experience went well. Was there a technique that a team member used that accounted for the positive experience? Think about why the negative experience went wrong. Was there a technique or action that accounted for the negative experience? How might the negative experience have been prevented—or fixed? Briefly type up these experiences.

Share your experiences with your assigned Report group, either via a Google Doc, Google Hangout or another agreed upon venue. Together, use these experiences to draft a memo titled “Group Work Best Practices,” in which your group lays out a number of guiding principles to help focus your work, avoid conflict and make your experience a positive one. This memo may lay out specific steps, rules, or may resemble a contract between group members. Consider this document your initial discussion about how your group will work together on the upcoming Report assignment.

Due: One Word doc/PDF of 250-300 words of your own experiences, then, after a page break, your group memo.