



# Working In Groups

Working in groups allows students to collaborate and talk about their ideas with their peers. This is why working in groups enhances critical thinking, develops interpersonal skills, and it promotes information retention. By working in groups, students are able to combine their strengths, help each other through their weaknesses, and increase their learning by explaining new material to other students. Not only does working in groups develop problem-solving skills, it also boosts teamworking skills that are valued at the professional level as well.

Be Successful	Example Roles	Avoid Pitfalls
<ul style="list-style-type: none"> <li>-Know your team               <ul style="list-style-type: none"> <li>* Get their contact information</li> <li>* Ask about individual strengths and weaknesses</li> </ul> </li> <li>-Set Objectives               <ul style="list-style-type: none"> <li>* What do you want to accomplish together?</li> <li>* Start with an overall objective and divide into smaller goals</li> </ul> </li> <li>-Establish a timeline               <ul style="list-style-type: none"> <li>* Set a timeframe for when goals are completed</li> <li>* Meet at times that work for everyone in the group</li> </ul> </li> <li>-Divide and conquer               <ul style="list-style-type: none"> <li>* Assign goals to specific individuals</li> <li>* Assign roles to help facilitate group cohesion</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-Leader               <ul style="list-style-type: none"> <li>* Guides discussion through open-ended questions, summarization, and clarification</li> </ul> </li> <li>-Organizer               <ul style="list-style-type: none"> <li>* Manages the group's schedule</li> </ul> </li> <li>-Researcher               <ul style="list-style-type: none"> <li>* Acquires and presents the information to the group including resources</li> </ul> </li> <li>-Writer               <ul style="list-style-type: none"> <li>* Writes a majority of the project</li> </ul> </li> <li>-Editor               <ul style="list-style-type: none"> <li>* Ensures consistency of work by compiling everyone's work</li> </ul> </li> <li>-Presenter               <ul style="list-style-type: none"> <li>* Helps compile and create presentation and then presents in class</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-Groupthink               <ul style="list-style-type: none"> <li>* Occurs when members don't voice their own opinions</li> <li>* Offer alternative ideas and diverse options</li> </ul> </li> <li>-Handling Conflict               <ul style="list-style-type: none"> <li>* Conflicts can disrupt focus</li> <li>* Respect the members of your group and others</li> </ul> </li> <li>-Active Listening               <ul style="list-style-type: none"> <li>* Don't disregard other's contributions</li> <li>* Assess contributions fairly</li> </ul> </li> <li>-Difficulty Scheduling               <ul style="list-style-type: none"> <li>* Frustration can arise from those whose schedules aren't being considered</li> <li>* Consider using online resources like skype, chats, email, or Google Docs</li> </ul> </li> <li>-Different Expectations               <ul style="list-style-type: none"> <li>* Members may have different goals</li> <li>* Set clear, realistic goals during the early stages</li> </ul> </li> </ul>