Guidelines for Selecting Group Members

Guideline	Rationale
1. **Avoid creating groups of all close friends.**	There is a tendency to socialize rather than focus on the task.
2. **Avoid creating groups with people who all have similar talents.**	You will need diversity in group experience and perspective to address complex problems.
3. **Avoid including members who cannot take constructive criticism.**	You will receive constructive feedback from your professors in order to continuously improve.
4. **Construct and use an agenda for every meeting.**	It may seem like "busy work" but agendas help groups stay on task.
5. **Avoid "equalizing" the work load by relegating the non-contributing member to the written project report.**	All too often the written work turns out to be substandard and must be re-done by the group.
6. **Review expectations about group participation and work quality early in the process.**	Group members should not be surprised during the mid-term performance evaluations.
7. **Candidly confront substandard work, attendance problems, etc. early in the process.**	If you tolerate substandard work at the beginning, then you set up substandard norms throughout the process.
8. **Work out a strategy for responding during the question/answer period.**	A group will look unprepared and unprofessional if group members appear to not know who will answer what questions.
9. **Agree to a final face-to-face group meeting to review written work before turning in the paper.**	All too often the individually written sections of a paper are collected and compiled without proofing for spelling, typos and uniformity.
10. **Discuss your personal goals, objectives and strategy ideas before agreeing to join a group.**	If you desire an A in the course this will help you choose like-minded group members.

Selection Day
Check List

❑ Stand Up

❑ Mix with class members and Select members

❑ Agree on Common Meeting Time (at least 1X week)

❑ Sit Down (Looking like a serious working group)

❑ Share Contact Information & Strength/Improvement Areas

❑ Distribute & Discuss Personal Instruction Manuals

❑ Select Project Manager

❑ Select a Group Name

❑ Agree on 7 Group Accountability Rules (see next page)

❑ Prepare a Summary Document of Decisions
   o List all group member names
   o Highlight PM's name
   o List the group 7 accountability rules (see next page)
   o Indicate case/project name and presentation time

❑ Discuss next steps (e.g. 100 facts etc….)

Group Rules

Purpose: Clarify the group's operating rules in order to 1) foster accountability, 2) improve decision making, and 3) excel at the task.

Directions:
1. Read over the list rules below. Former and current students of Professor Clampitt have discovered that these rules have greatly improved the probability that the group will excel.
2. As a group select the 5 most important rules for your group.
3. Develop 2 unique rules for your group (not listed below)
4. On a separate sheet of the paper list all 7 rules
5. Make a copy for all group members and provide a copy to the TA

Examples of Group Rules:
- Participate. There are no excuses for lack of effort or non-participation in group.
- Collaborate. This is a group project, we will help each other.
- Always have an agenda and project plan. **
- Show respect to all group members – have a positive helpful attitude. **
- Don't take constructive criticism personally and give it with tact. (Constructive criticism is vital to the process.)
- Turn cell phones to silent or off.
- Have set checkpoints up until the presentation day and meet them.
- If you need help ask for it. **
- Support risk taking ideas.
- Take meeting motes/minutes and e-mail them to members to review.
- Stay on task by using Parking Garage.
- Listen to understand – not judge others ideas.
- Assign tasks based on members strengthens.
- Document all decisions and responsibilities.
- Be on time and prepared for meetings.
- Be respectful of different perspectives.
- Learn new things from other group members.
- Share responsibility for the products (presentation/paper) it produces.
- Always give your group members X hours prior notice if you cannot attend a meeting.
- If you will not be attending the classroom lecture let your group members know.
- Meet in a private meeting area with a white board.
- Attend class, except if seriously ill or an emergency (It is hard to have a productive group meeting if everyone's not on the same page.)
- During the first group meeting, find out everyone's most efficient/preferred way to communicate.
- If you get stuck on your part of the project, ask someone to work on it with you. And if you are asked and have time, help.
- Remember group discussions are not personal-it's about creating the best project.
- Know and follow all group rules.

Group Manager Report's – Project 1
Use a scale from Strongly disagree (1) – Strongly Agree (7)

Member's Name → Responsibilities ↓						
1. Attended class						
2. Completed readings						
3. Attended group meetings						
4. Came prepared to meetings						
5. Met group responsibilities						
6. Abided by the group's agreed upon rules						
7. Was open group feedback						
8. Embraced CI						
9.						
10.						
Total						

Group Manager Report's – Project 2

Use a scale from Strongly disagree (1) – Strongly Agree (7)

Member's Name → Responsibilities ↓						
1. Attended class						
2. Completed readings						
3. Attended group meetings						
4. Came prepared to meetings						
5. Met group responsibilities						
6. Abided by the group's agreed upon rules						
7. Was open group feedback						
8. Embraced CI						
9.						
10.						
Total						