

## GROUP WORK ROLES

### Manager

- Makes sure the team starts quickly and stays focused
- Keeps the team on schedule and on task
- Makes sure everyone is fulfilling their role
- Checks that everyone in the team is included and participating
- Shares screen during group work meeting, as needed (such as to watch a video together)
- Communicates with Reflector regarding non-participation for group work

### Spokesperson

- Sets up the live meeting in Teams based on when members of the group are available
- Communicates for the team with the instructor
- Ensures that all team members have had an opportunity to contribute
- The spokesperson may report general problems or concerns or ask questions on behalf of the group

### Recorder

- Records the names and roles of team members on the recorder report
- Records and synthesizes everyone's answers on the group assignment; submits report to the instructor in Blackboard assignments link on behalf of the group

### Reflector

- Guides consensus building for the team
- Reports on team dynamics to the team to improve team performance
- Reports to the instructor on the reflector report on how well the team is performing & whether each group member participated in the group; identifies non-participants
- Submits report to the instructor in Blackboard assignments link on behalf of the group

### Weekly Group Work Steps:

**1. All group work will be complete in Microsoft Teams**, based on your OLLU credentials. **Teams works best on Chrome** browser. It does not work on IE OR Safari. Here is a link to our class page:

www.xxxxx

You can also access our class by clicking on Microsoft 365 and OLLU email link from the OLLU Portal. Then click on Teams. If our class team site doesn't automatically appear, click on Teams on the left side menu then go to POLS 4351 Environmental Policy and Law.

Once you are in the General room in our Teams site, you will see channels on the left side (Group assignment 1, 1<sup>st</sup> group etc.). The group assignments have already been divided into group channels. The channel you have been assigned to for each group assignment will appear left of screen under General.

2. **Go to your channel for each assignment early in the week – on Sunday for the upcoming week**. Do not wait until right before the assignment is due, or your group may have already done the work without you (minimum minus 2 letter grades if the group assignment is not completed with your group). Get to know the members of your group and **exchange what times you are available to meet in your Teams group. Decide on a time (or several times) for that week when you can all meet to complete your group assignment together**. The assignments will take from 45 minutes – 1 hour and 30 minutes to complete. **Tip:** If you use your Microsoft 365 calendar and block off times you're are NOT available (set a new event and call it unavailable, such as from 8:00am – 1:00 pm, the members of your group can more easily see when each member is available when setting up the live meeting.

3. **How to set up a live meeting with your group:** Go to Calendar to the left of our Teams site. Click on the +New Meeting tab. Once your group has settled on a meeting time, schedule a meeting to work on the assignment. This will allow you to share your screen, chat, upload and download files, and more. It will also save your work in your group's channel.

[Click Here](#) for video instructions for how to set up a meeting.

[Click Here](#) for how to share your screen during your group meeting.

4. **Read the roles above before starting your group work.** All group members should download the reporter and reflector reporting forms. The members chosen by the group to serve as reporter and reflector should record answers on these forms, with **all members of the group collaborating to complete the questions**. These 2 documents will be what is submitted for each group assignment.

Please note that the recorder will record everyone's answers on the assignment questions and the reflector will report whether all members of the group participated. The spokesperson may also report general problems or concerns or ask questions on behalf of the group. This will encourage parity in all members participating. You are assigned to a group of 4 students. Members of groups are assigned randomly for each group work assignment.

5. Download the assignment questions from the assignments link in Blackboard or your Teams channel and save to your desktop.

6. **All students should watch the videos and/or read the articles together.** Usually the Manager shares his or her screen for members of the group to watch the video together. All students work together to answer the questions. The Reflector and Recorder will submit their reports on behalf of the group. The reports will represent the work of all members of the group. **It is in each member's best interest to make sure the results of the group work are strong. Grades for all members of the group will be the same, unless one member does not participate (their grade lowered by 2 letter grades)**. These will be indicated on the Reflector's report and/or by information from the Spokesperson.

7. There is no time limit for time spent to complete the assignment, as long as it is submitted by the due date. The group may meet as often as needed in their channel. Note: channels are private and are not shared with other groups' channels, so no other group can copy your answers.