

SAMPLES OF GROUP WORK PROTOCOLS

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Below are several samples of protocols/ items that may facilitate smoother and robust participation in group work. These can be used for both online and onsite courses.

- a. **Overview:** This is a group project, which means you will work together with other peers for this. Each student is expected to contribute fairly and equally to the project and its success, so the evaluation will include individual and group components. You will have the entire semester to work on this. It is highly advisable to start working on it early, and use the ongoing learning experience in class to identify ideas and cases etc.
- b. **Group work responsibility.** As a group, you are responsible for the group's success or failure. There is great wisdom in relying on each members' strength and helping each member overcome weaknesses while working together. It is best not to play the 'blame game'. Before pointing out what others did not do, see if there is something you can do to help the situation. Additionally, it is always pleasant to thank your groupmates for a job well done whenever possible. Of course, if you have major issues with any member/s, you may discuss it with me, but only after exhausting all options of working together. Note that such grievances may result in all or some members having to do the project solo.
- c. **NOTE:** For this paper, the group will submit a Contribution Sheet that highlights what each member contributed to the project. You can add this after the Reference page in the main paper, or as a separate sheet. This has to be detailed, including the time line, number of hours spent by EACH member on the project, challenges faced and how EACH member overcame them. What did each of the members learn from this project? **Papers that are missing this sheet will NOT BE GRADED.**

d. Group Responsibility:

The project will be graded as a group and all members will receive the same points, unless they get poor ratings from their peers, do not write about what they contributed in the contribution summary, or the parts of the project that they contributed to are of extremely poor quality.

In such cases the defaulting member's points will be reduced depending on the extent of default. If a student does not submit his/her contribution description as part of the group contribution summary, it will be deemed that no contribution was made by him/her. As a result, in such cases, such students will get 0 points for the project.

Every member will have the opportunity to evaluate other group members' performances at the end of the semester using the Peer Performance Survey.

You are also **required to submit a Contribution Summary** in order to be considered for grades. Group projects are all about harmonious collaboration. While you enjoy the benefits of your peers' efforts you also have the responsibility of contributing in equal measure.

Lackluster and non-committal participation will not be tolerated and will suffer loss of points and possible disqualification depending on the extent of default.

CONTRIBUTION SUMMARY PROTOCOLS

Each group will include a Contribution Summary along with their final version. This summary has three parts and ALL must be submitted to avoid penalties. Parts 'a' and 'b' must be emailed as a consolidated group document. Part 'c' must be emailed separately and individually by each group member.

a: A list of the various parts of the project with the corresponding names of the group members who developed these parts.

b: Each contributing member is expected to describe in at least 1 page what he/she contributed, and what he/she learned from this project. Feel free to write more if you wish. This is your chance to indicate what exactly you did for the project.

c. All group members must send a verification email (xyz@yahoo.com) of the contributions of the other members. The subject line of the email should be: Your name, peer contribution verification. In the email text box write the following:

I verify that (peer names) information for the contribution summary is valid.

If you do not wish to verify please explain in detail your reasons for it. Please note that your grades for this project will not be released if all the parts of the contribution summary are not completed by all members.

Please read the FAQ for group projects below for help.

[FAQs for Group Projects](https://web.ics.purdue.edu/~pbawa/421/FAQS%20ABOUT%20GROUP%20PROJECT%20GENERAL.htm)

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- e. Submit a mandatory Contribution Summary document highlighting what each member finally contributed to the project. One submission per group only. Note that your group will not receive points for the project without this. All members must collectively submit their contributions within this summary. By submitting this group contribution summary, you endorse the work done by your group members. Thus, no complaints about lack of participation after the submission will be entertained.
- f. If you are not satisfied about any group member's contribution/participation, you may as a group, 'fire' that member after discussing the issue with me. All group members, other than the problem members, must sign off on this decision. However, this must be done prior to the submission of the final deliverables. Note that if the fired member has made some contributions, however minimal, those contributions cannot be used by the group. The gap left by the fired member's contribution must be filled by the remaining members. Fired members are welcome to discuss with me their options for the project.