# A green and blue gradient with UCD logo and text "UCD Teaching & Learning", "Teagasc agus Foghlaim"GROUPWORK ROADMAP

*This guide was developed by our* [*UCD Students as Partners in Teaching and Learning*](https://www.ucd.ie/teaching/whatwedo/studentsaspartnersinteachingandlearning/)*. This is a resource for students by students.*

Students are encouraged to work through this **checklist** to prepare themselves for working on a group project. Teaching staff who want to include this as a resource for group work assignments are invited to download the MS Word version of the document to include or remove elements as needed. The UCD Teaching and Learning Student Guide, [Surviving Group Work – Tips for Students](https://www.ucd.ie/teaching/t4media/group_work_student_tips.pdf), has additional resources and insight that you may find helpful in this process.

## STEP 1: Establish Ground Rules

Creating group rules lays the foundation for a respectful and productive experience:

Sticky note icon● Agree to start group meetings on time and end on time

● Agree on a meeting venue & format (i.e., in person, online, hybrid, etc.)

● Everyone is encouraged to participate, being conscious of not dominating the conversation

● Listen respectfully without interrupting

● Stick to the meeting agenda as much as possible to make meetings effective

● Seek clarification from other group members when you don’t understand something; no one should feel like they have to figure things out on their own.

Star icon\*\*All members have the right to feel safe and respected. If a member is being disrespectful or causing anyone to feel unsafe, you should let your lecturer know.

## STEP 2: Assign roles

☐ Assign a member responsible for **coordinating the group** (Lead/Chair)

* + Sets meeting agendas and manages group meetings, communicates with the lecturer/tutor

☐ Assign one or more members to **assist in coordination** (Admin/Secretary/Notetaker)

* + Schedules the meetings and oversees the organisation of documents created for the project, sends email invites, deadline reminders, sends a recap of meeting notes/decisions after the meetings to all group members

☐ Assign one or more members to **present** the work to the class or instructor (Presenters)

☐ Assign one or more members to **research**/do the editing and stylistic checks (Researchers/Proofreaders)

* + Create the presentation slides, do the final edits on the assignment (check out **Stylistic Features** below)

☐ Identify one or more members who can take on **extra work** if someone falls behind

* + Be open and honest about your workload and what you can reasonably take on!

### Assigned Roles

**Lead/Chair:**

**Admin/Secretary:**

**Presenters:**

**Researcher/Proofreader:**

 Member C

 Member A

 Member C

 Member B

## Step 3: Create a Schedule and Track Tasks

Share your **availability** and agree to a **common meeting schedule**.

Select a common shareable **scheduling tool** that everyone can use to communicate.

Schedule one (or more) **meetings** to workshop and revise the merged document.

### Task Tracker

| Task | Status (In progress, Not started, or Completed) |
| --- | --- |
| Task 1 |  |
| Task 2 |  |
| Task 3 |  |

## Step 4: Agree on Stylistic Features

☐ Review the assignment together and ensure understanding among all members

☐ Clarify the citation style to use

☐ Decide on key terms that the project will use (e.g., coworkers vs. colleagues)

☐ Decide what point of view to use when writing (e.g., first person or third person)

## References

Deakin University. (n.d.). *Group work.*<https://www.deakin.edu.au/students/study-support/study-resources/study-support-guides/group-work>.

Stewart, N. (n.d.). *Group Project Checklist.* Thompson Rivers University Writing Centre.<https://www.tru.ca/__shared/assets/Group_Project_Checklist45301.pdf>.

Wilson, K. J., Brickman, P., & Brame, C. J. (YEAR). Instructor Checklist – Group Work. *CBE - Life Sciences Education, 17*(1).<https://doi.org/10.1187/cbe.17-12-0258>.