

Group Norms Assignment for Performance Task #1

Directions

Each group turns in one document. This document can be neatly handwritten or typed (suggested due to ease of sharing and editing) but – beyond that – it can be in any hardcopy format the team wishes. It must include all of the following:

- a list of team members with a role (see below) assigned to each,
- four to six group norms,
- a list of possible team advisors, and
- a dated signature from each member of the team – to show agreement.

Member Roles

Assign each group member a role within the group. This is a good way to help build a strong team while making sure that everyone is contributing. Consider what strengths each group member brings to the team. Below are some *examples* of roles that you might consider:

- Facilitator – organizes the group, provides leadership, leads discussions, makes sure everyone is contributing, and keeps the group on task
- Recorder – keeps track of their group’s progress on the project and takes notes during group discussions
- Timekeeper – keeps track of how much time the group has left to work and helps the facilitator to keep the group on task
- Presenter – presents the group’s finished work to the class
- Checker – double-checks the group’s work for accuracy and completeness
- Setup & Breakdown – sets up and puts away computers for teammates

Setting Group Norms

Group norms are rules and expectations that are set in order to determine what behaviors are acceptable and unacceptable. Discuss with your teammates what you think should be four to six rules that your group must abide by. Then, have a group discussion on the various rules stated, and come to a group consensus as to the final rules to be implemented. Remember to include suggested consequences for those who do not adhere to the agreed norms. Consider how group members will share work (to avoid having to bring pages and pages of hardcopies to class), meet deadlines, participate in class, interact with the group, and resolve conflicts. Be specific.

Gathering Support Advisors

As a group compile a list of advisors that you can use throughout this team project. You must contact each person, explain what support you need, and get a “yes” response to use them as an advisor. Seek out one or more experts in each of these categories:

- Content Area Advisor (math, science, historical info, etc.)
- Research Advisor
- MLA Citation Advisor
- Writing Advisor