

## Suggestions for a Successful Group Work Experience

1. Goal 1: Learn how to prepare for a project.
  2. Goal 2: Learn how to work with groups effectively—save time, work effectively.
  3. Do the following in chronological order
  4. Create a deadline date for each of the following
  5. Assign tasks to individuals as needed.
  6. If a group member doesn't meet a deadline(s), grade that person accordingly using the group self score form.
- 
1. Data collection
    - 1.1. Collect
      - 1.1.1. Define sources
        - 1.1.1.1. Library
        - 1.1.1.2. Internet
        - 1.1.1.3. Journals
        - 1.1.1.4. Books
        - 1.1.1.5. Interviews
      - 1.2. Collate (organize)
        - 1.2.1. Prepare Topical Summary for each information source in Step 1
        - 1.2.2. Use the skills developed from writing the global poverty and industrial ecology papers.
          - 1.2.2.1.1. Draft key issues, terms, solutions from 1.1.1
  2. Group Meeting
    - 2.1. Come to the meeting PREPARED---don't waste other people's valuable time.
    - 2.2. The meeting can be a conference call—have step one complete.
    - 2.3. Bring TS
      - 2.3.1. Option! Email TS to group members
        - 2.3.1.1. Decide how TS's will be integrated
        - 2.3.1.2. One person's job?
      - 2.3.2. Discuss and agree on COLLATION of TS's into Body/Analysis
        - 2.3.2.1. JOB—One member to integrate TS's
        - 2.3.2.2. Get them on disk or via email
        - 2.3.2.3. Agree on software (MS Word?)
  3. Email Body/Analysis
    - 3.1. Each group member to review and draft a TS of 10 key conclusions and suggestions for the intro
      - 3.1.1. Email TS to group members for editing—share the load!
    - 3.2. GROUP MEETING
      - 3.2.1. Decide on key conclusions
      - 3.2.2. Decide on what to put into intro
      - 3.2.3. Decide who will write intro and conclusion
  4. The last step to create the presentation from the research—NOT vice-versa!
    - 4.1. Power Point presentations are best, but aren't required
    - 4.2. Pictures and samples to share are great to share with the class! Collect these as you do your research in step 1.