

Rules for Groups

1. Determine which group you are in (either on overhead or verbal instructions)
2. Determine where your group will meet (usually teacher will instruct)
3. Gather belongings.
4. **Go quickly and quietly to group location when instructed**
5. Pick group roles **starting with the facilitator.**
6. **Restate** the task and make sure everyone in group understands (**Brainstorm**)
7. Divide up the task and make individual assignments (**Brainstorm**)
8. Create a schedule for completion (this includes making assignments; who does what, what needs to be done first, if your assignment has to wait then help others in their assignment, then they help you when they are finished.)
9. Help others find materials
10. Share your thoughts with others (**Review**)
11. Stay on task (if one or more person does not do their job the assignment does not get completed)
12. Check and see if you are on schedule . Make changes if needed. (**Revise**)
13. Gather materials and all agree that task is completed (**Conclusion**)

Group Roles (These roles must be assigned every time)

Facilitator--Directs Discussion, Makes Sure Everyone Has a Turn to Participate. Asks Questions.

Recorder--Participates in Discussion Restates Apparent Consensus Then Writes down Consensus. Takes Notes During Brainstorming.

Reporter--Reports the Conclusions of the Group to the Class.

Time Keeper--Participates in Group Discussion. Keeps Time and Reminds Group of Certain Times, Eg. One Minute Remaining. Also Keeps Group on Task. When the Discussion Digresses to What Happened Yesterday or to a Topic That Doesn't Relate, the Timekeeper Reminds Group of Remaining Time. Keeps group on schedule.

Manager--Determines Supplies Needed and Locates The Supplies

Everyone in the Group Participates in Discussion, Help Recorder Write down Notes and Help

Develop a Consensus Within the Group. **Everyone** is responsible for the assignment and additional work. These tasks are assigned in addition to the work on the assignment.

Tips for Good Group Productivity

Facilitator Opens Discussion with the Problem/Situation/ Question and Restates the Task. Group Members Come to a Consensus of the Problem or Assigned Task.

Brainstorming--All Responses Are Accepted. Positive Comments Are Made. No Idea Is Considered Too Silly.

Restate task. Brainstorm. Record. Revise. Restate. Record. Report.

**Remember to have fun while you are learning. Laughing is permitted. Refocus and restate.

Inside/Out Debate

Inside: 1/3 of grade

Facilitator chooses questions and picks someone within the group to respond. The facilitator will make sure everyone in the group has equal opportunity to respond. After a student has accumulated enough points to equal 100 then it is possible they may not be called upon again to allow others better opportunity.

Group members receive **1 point** for knowledge (fact), **2 points for an extension** (application or analysis), and **3 points for synthesis or evaluation**. **1 point** is also recorded for **clarification** of another members response.

Points deducted if incorrect information is not challenged or if responses are unsubstantiated.(NO FACTS TO SUPPORT OPINION) **1 point** if student has attempted to answer, although incorrect or incomplete, has inspired discussion and provided others with material for thought.

10 points= 100

9 points= 95

8 points= 90

7 points= 85

6 points= 80

5 points= 75

4 points= 70

3 points= 65

2 points= 60

1 point = 55

0 points= 0

Outside: 1/3 of grade

Take notes and receive 100% if complete.

Questions: 1/3 of grade

Submit 1 question for **each** level of Bloom's Taxonomy for a total of 6 questions. Use the chart provided and begin with knowledge, then comprehension and so on.

Each question is worth 15 points. 15 points each deducted for incorrect or missing questions.

The three grades are averaged together to equal one test grade.