GROUP WORK

Every student knows that **group work** often goes hand in hand with **frustration** and **procrastination**. How do you **turn your online group** work **into a success story**? Below you will find some useful **tips** for **efficient collaboration** and **active partcipation** of every group member.

PREPARATION

- **Schedule as soon as possible a virtual meeting.** *This can be done on campus between classes or virtually through Microsoft Teams or another application.*
- **Prepare the meeting.** *Read the instructions for the task again and note questions you want to ask. Already think about an approach yourself. Keep in mind stated deadlines.*

DURING THE GROUP MEETING

- **Divide** clear and concrete **tasks** between group members. Divide the tasks fairly among the group members.
- **Plan a follow-up meeting** at the end of the first meeting.
- **Plan** internal **deadlines**.
  - When will you share your part with the group members?
  - What are the deadlines to give feedback on each others part and rework it?
- Make a **report** of each meeting

GETTING STARTED

- Make a **group planning** and put it **online**.
  Start planning at the official deadline(s), and work your way forward.
- **Keep track of all the work** by using an **online** and **shared document**. This way, your group members can follow what you are doing and can give feedback easily.
  Use following tools: *OneNote, Google Drive, Dropbox,...*

Lab work or practical work in group?

- Check the instructions carefully in advance. What is the purpose of the lab/practical work? Do you need to submit a report?
- Distribute clear and concrete tasks to complete during the lab/practical work.
- At the end of the lab/practical work, discuss what the next steps are. When do you forward your work to each other? Will there be a follow-up lab/practical work

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Tips & Tricks
FOR GOOD GROUP DYNAMICS
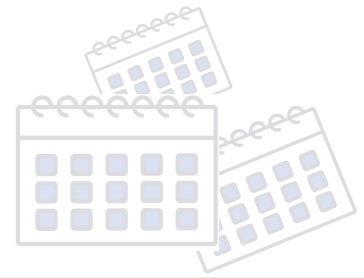
✅ ## Communication is key!
Group work = working **together**, making decisions **together**, helping and reinforcing each other. **Interaction** is very important: you don't work alone, you need to integrate your knowledge and the input of others to get a good result. A good **communication** is therefore very important, take into account the opinion of everyone and listen to each other.

✅ ## Getting feedback
- Do you get negative feedback? Think of it as a **learning process** for the next group work.
- **Prepare** for the feedback moment. What would you like to ask your groupmates and/or your supervisor?
- **Note down** the feedback from others and take it with you to the next task/group work.

✅ ## Giving Feedback
- Be **objective** and **honest**.
- Name each other's **strengths**.
- Give **constructive feedback**, give concrete points of improvement.
- Topics you can discuss: taking initiative, creativity, communication, contribution to the group atmosphere, meeting deadlines, contribution to the final product,...

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✅ ## What if something goes wrong?

- **What if students leave the work to the rest of the group?** Divide the work fairly during your first meeting. Speak to the student and ask about the cause of the decreased effort. Is there no improvement after this? Notify the supervisor/teacher.
- **What if everyone is working individually?** Establish some meetings in advance to discuss the progress. Work in a shared document in which you can comment on each other's work.
- **What if your group members don't stick to the deadlines?** Make a clear timeline and discuss internal deadlines that are monitored by the whole group.
- **Is the group communication going wrong?** First discuss this internally. Are you not able to reach a solution? Talk to the supervisor/professor about this and ask for the possibility of completing a peer assessment.