

Assigning Group Work

Best Practices when assigning group work:

- Be clear about what constitutes as group work and what your parameters are for work together. It is recommended that this be done both orally and in writing.
- Give a description of the students' shared responsibilities regarding academic honesty.
- Provide clear guidelines of the steps a student should follow if there are problems with other students in the group, so as to "head-off" problems before they attain the status of academic dishonesty.
- Use a grading sheet or rubric to score group assignments *(see XXX website for an example)*. Provide the students with a copy of the rubric at the time the assignment is given to the students.
- Require each student to provide, as part of the assignment, a clear specific statement and/or grading sheet/rubric indicating each individual's contribution to the project *(see XXX website for an example)*.

Sample --- Assignment Language Regarding Group Work*

All work must be completed without assistance unless explicit permission for group or partner work is given by the faculty member. This is critical so that the professor can assess your performance on each assignment. If a group/partner project is assigned, the student may still have individual work to complete. Read the syllabus and assignment directions carefully. You might have a project with group work and a follow up report that is independently written. When in doubt, email the faculty member or ask during a class session. Seeking clarification is your responsibility as a student. Assuming group/partner work is okay without permission constitutes a violation of the Academic Integrity Policy.

Sample – Guidelines for Group Projects with Individual Reports**

This course includes _____ group assignments. During these assignments you will collaborate on tasks ____, ____, and _____. You are permitted and encouraged to share _____. However, you are required to _____ (e.g. analyze your own data) and write up your report individually and in your own words. Make sure to (insert clear statement about citations, etc.). At the end of your report, you are required to provide a clear statement of the contribution of each member of your group to the group activities *(example rubrics can be found on the XXXX website)*.

Sample – Guidelines for Group Projects with Group Reports**

The course includes _____ group assignments. During these assignments you will collaborate on tasks ____, and You are permitted and encouraged to share _____, and you will write your report as a group effort. Therefore, it is important to understand that you are responsible for the academic integrity of the entire report, including contribution of the other group members. To avoid potential problems with academic honesty (and to more fully engage in the project), you should be involved in various aspects of writing the report, and you should verify that citations are correct and that all text is accurately cited and not plagiarized. At the end of your report, you are required to provide a clear statement of the contribution of each member of your group to the group activities *(example rubrics can be found on the XXXX website)*. As you are responsible for the entire assignment, it is incumbent upon each of you to ensure the integrity of the process.

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