



Criteria for Group Work Contribution

GROUP TASKS

Seminar presentations (nb. You are asked to evaluate the contribution to the preparation and delivery of both presentations)

1. Actively participates/communicates with group (meetings, group emailing)
2. Well prepared for group discussion (read & thought about the article/case; made notes)
3. Performance of other allocated group seminar presentation tasks

Assignment

1. Actively participates/communicates with group (meetings, group emailing)
2. Carries out adequate research and provides adequate draft on allocated task(s)
3. Performance of other allocated group assignment tasks

TEAM PROCESSES

1. Helps group function as a team (constructive, co-operative, supportive)
2. Helps plan and create coherent team outputs
3. Professionalism (responsible, reliable in meeting deadlines etc)

Groupwork

Responsibilities

Each group has three projects (2 seminar presentations and one assignment). For each of these projects the group must nominate a different project co-ordinator. The project coordinator will be responsible for the hardcopy submission for that project and will be sent the assessment feedback which he/she is expected to distribute to the group. Each group must also nominate a minutes secretary (or decide on how to share this responsibility), who is responsible for sending minutes of group progress to Diane each fortnight, beginning in Week 4. It is up to each group to decide on the allocation of other responsibilities but they should be clearly record in the minutes.

Working Effectively Together

Since 39% of your assessment is derived from group work in this unit, it is important that your group works constructively and effectively. Furthermore, this assessment aims to help you develop excellent skills in collaborating, communicating and working in a team because such skills are highly valued by employers. You should consult Blackboard (Learning Resources) for guidance on effective group work. You will also be given both time and guidance in class to develop team working skills which includes fairly allocating



responsibilities and being clear about what is expected. However, the reality is that some groups do struggle to gain the full benefits of group work. To provide each group with the opportunity to **reward high performing team members and assist in overcoming any potential teamwork** problems, there will be a compulsory formative peer (and self) evaluation of each person's group contribution. **This** will be held after all groups have made one seminar presentation (probably Week 8). The results of this evaluation will be distributed **to each group for each group** to discuss in the following class. This will allow ample opportunity for team members and the team to learn from such feedback and improve as appropriate before the final peer (and self) evaluation which will moderate the final group mark.

Moderation of Group Marks

Individual marks for the three group projects (2 seminar presentations and one assignment) will be determined by the group mark, moderated by the results of the compulsory final peer (and self) evaluation held at the end of semester. This is a straight statistical adjustment (see Blackboard for details). Prior to finalising any adjustments and particularly in the event of any disputes the minutes of group progress will be consulted.

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