

Group and Collaborative Work

The ability to work with people is an important skill that many employers value. A good group or team is able to share their diverse experiences, knowledge, abilities, and opinions to work effectively and efficiently to accomplish goals that one person may not be able to do as well or as quickly. Group or team work means members work together in a non-competitive, collaborative atmosphere. Skills include listening to others, being assertive with your input but not dominating the whole group, and taking responsibility for your role on the team and making sure other members are doing their role. It helps to focus on the “big picture”, i.e., the overall goal of the group, rather than getting caught up in individual issues.

For most of the labs, you will work with a lab partner in a group of two. For other labs, you will work in a group of four. Working in a larger group requires teamwork and communication. Each group member will be assigned one of the following roles so that duties are shared equally:

Group Leader: responsible for supervising the group and makes sure each member contributes equally to the team.

Communicator: responsible for communicating with the instructor and for completing all materials to be submitted by the team that reflects the thinking of all team members.

Record Keeper: responsible for keeping records of all materials discussed and is for informing absent team members of work missed and progress made.

Counselor: responsible for making sure all members of the team agree on planning, execution, and presentation of work.

Roles should be rotated with each different lab so each member of the group has the opportunity to perform a different function.