When making team tasks, many students have not had a lot of experience working in teams. In one of the first course communications, faculty should inform students of their team tasks and the importance of strong team interaction. Students will work with the same team throughout this course, giving them a chance to bond with and learn to work with their teammates.

One of the more challenging aspects of teaching and learning in the team environment will be matching up the teams themselves. Students are self motivated, so getting students to work together shouldn’t be the problem. Instead, getting them to work together effectively will be the challenge.

**Key points of the Group Project process:**

1. **Team Size** – Teams will have 3 to 5 members, with 4 being the optimal team size.

2. **Communication** - It is imperative that the lines of communication are open for team members. The students should be made aware that they can contact the faculty with problems the team might be having. If one member of the team is not doing the work and holding back the others, those members should not be afraid to contact the faculty. Faculty will investigate and attempt to end the situation in as diplomatic a fashion as possible.

3. **Project Timeline** - A timeline is a key component to having a successful group project. Groups should establish a timeline and lines of communications early in the course. The timeline will establish checkpoints and due dates for individual, discussions, and submission dates.

4. **Forming the Team** - You might consider forming the teams based on:
   - Common interests
   - Levels of experience with technology (some learners who know more and some who know less)
   - Personal values and attitudes
   - Problem solving skills and leadership qualities

5. **Group Project Learning Process Steps** - (Group project timeline is key to the group project submission success)
   - **Individual portion** – The student in the role of a group member will research the topic of your group project.
   - **Group portion** (Small Group Discussion) – The small group discussion is representative of a team/group project meeting. The meeting is scheduled and managed by the group and the designated project leader. The group should come to a consensus on the focus of the group response and to verify and finalize the submission due dates.
   - **Summary Portion** (Individual or Group) – This is the final summary of the group project learning and task response. Can be accomplished either individually or a group summary submission.

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