

GROUP WORK & COLLABORATION

Group work is an important and essential part of your education! It helps you learn important content and also helps you develop your interpersonal, collaboration, and team work skills, which will support you in your future career. However, when doing group work it is important for you and your group members to understand the do's and don'ts of group work and collaboration.

How to know if I can work/collaborate with others:

- If you aren't sure if you're allowed to work with others then **check with your Professor!**
- Ask yourself the following questions:
 - Am I getting graded individually? **If yes**, then you should be working alone.
 - What did my professor say about this assignment? What do the instructions say?
- **But what if this is the study group I always work with? - Check with your Professor!** If this is an individual assignment then you likely should be working on it alone.
- **What if I'm working with a tutor?** - Tutors are there to help you understand the content, **NOT** to help you complete your assignments.

Successful Groups Do the Following:

Review the assignment and make sure everyone in the group understands what is expected.

DETERMINE:

- What elements of the assignment are to be completed as a group
- What elements of the assignment should be done individually
- How/when the assignment is being submitted
- How the professor will evaluate referencing
- Whether the entire group will be accountable for failures to reference properly
- Create a contract between group members to identify:
 - What each group member is responsible for in the assignment
 - Referencing requirements and citations style

- Timelines - set a schedule for when each member will have their work completed, and schedule check in dates with group members
- Review the College's Academic Integrity Policy AA48 to ensure all group members are aware of their individual academic integrity responsibilities and how they impact the group collectively.

Examples of Acceptable & Unauthorized Collaboration

Scenario	Acceptable	Unauthorized (unless authorized by professor)
The instructor has assigned an individual course activity, but the student does not understand how to complete the activity.	The student consults their instructor for help and clarification on the activity.	The student contacts a friend or classmate and asks them to share their completed activity with them so they can understand how to do the activity.
The instructor assigns a major project and informs the students that they are not permitted to collaborate on the project.	The students do not work together at any point and do not share their work with their peers. The students all submit unique projects.	The students work together in study groups, meet via zoom or in-person, or collaborate through other communication tools such as WhatsApp, Facebook, Instagram, etc., and share their project files with one another.
The student is struggling with the course content and is worried because they have a course assignment to complete.	The student works with a tutor who helps the student better understand the course content so that they can complete their course assignment on their own.	The student uses previous course content or documents found online to complete the assignment. The student uses examples/templates provided by their tutor to complete their course work, and/or has the tutor complete their course assignment for them.
The student is unsure of what resources/references to use for a project that has been assigned.	The student consults with their instructor or seeks help from the Librarian on how to find appropriate resources/references.	The student asks a friend to share their reference list and uses that reference list to complete their project.
A student forgets about an assignment that is due, that they have not completed, and they are currently at work.	The student emails the instructor to explain the situation and ask for an extension on the assignment.	The student emails a friend and asks for their completed assignment and provides their friend with their login details so that the friend can submit the assignment for them.

A student does not understand how to reference information for an assignment.

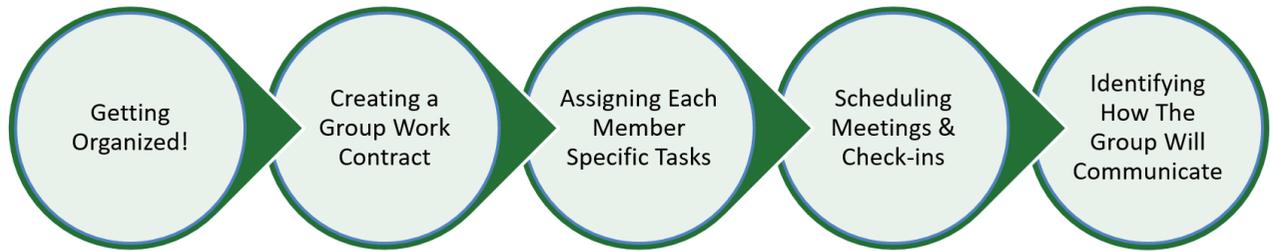
The student contacts their instructor and asks for support, or the student contacts the Library and uses the support tools provided regarding referencing.

The student sends their assignment to a friend to have them complete the referencing for their assignment.

**Modified from University of Waterloo*

GROUP WORK TIPS

START By:



How to be an Effective Group Member!



Why should your group create a contract and use checklists?

- Contracts help ensure every group member is assigned an equal sized portion of the assignment, and verify everyone agrees with the workload distribution.
- Contracts help groups get organized and establish timelines, roles and responsibilities.
- Checklists help you verify that all required elements of your assignment have been assigned/completed.