

IT 521 Collaboratively Written Policy on Group Work

Our Values

- Working efficiently in a group towards a common goal
- Honesty & Trust
- Accurate Communication
- Accountability & Responsibility
- Clear Expectations

At the onset, groups should establish ground rules and a workflow plan.

Have conversations at the beginning, being honest and responsible - do what you say you will do - and set up correspondence expectations (we generally believe in 24 hours). Strive for an equitable workload that plays to each individual's strengths. If something comes up, inform your group asap so adjustments can be made. Individuals should be accountable for their work and turn in assignments promptly, as an agreed upon schedule in the beginning.

Groups should work together to find meeting times to work best for all/most of the group. Members should be in attendance, unless there is an extenuating circumstance - which should be communicated. However, if a person does have to miss, then one person should be responsible to recap with that individual (in order to prevent someone feeling left out).

Peer communication should be open and conversation should be on task and related to the goals of the meeting/assignment.