

Suggestions to Make Group Useful - COT 3100

1. Assign task/roles to group members. Here are some useful task/roles:

a) Notetaker - records meeting minutes, relevant notes, after mtgs sends notes to all, reminds all of meeting times/place.

b) Problem Scout - seeks out problems online relevant to quiz topic, sends out links to problems to group before group meeting these problems should be attempted by group members

c) Explainer(s) - more than likely some students in the group will understand more material than others. These students main role should be work out as much as possible in advance and figure out ways to communicate the ideas to the others.

d) Question Collector - after meeting, the group is likely to have some unresolved issues or items they are unsure of, even after discussion. One person should be in charge (separate from the notetaker), of making note of each of these issues, so the group can follow up on each (in office hours, or online).

2. Each group member should do some common work before meeting:

a) Read the relevant chapter in the textbook.

b) Do problems picked out by problem scout.

c) Make a list of content questions on items they were unsure of.

3. Group meetings should proceed as follows:

a) Discuss questions from the reading, see if group can come to a consensus on items individual members were unsure of.

b) Go through selected questions - discussing the approach each person took. Talk about different approaches to a problem and see if the group can identify the validity of each and strength and weaknesses of each approach. If a group member doesn't understand a solution the others are fairly certain about, the group should stop and try to make sure all members understand the result/proof.

c) After quizzes/exams, try to identify individual strategies for each group member to help them improve on any items they might have struggled with on the previous quiz(zes). In short, help each other with test taking strategies specific to the course.

d) Wrap Up, Set next meeting time, set up system for communication before the quiz/exam so group can help each other a little bit when studying individually.