

## CHE 205 -- CHEMICAL PROCESS PRINCIPLES

### TEAM POLICIES AND EXPECTATIONS

Your team will have a number of responsibilities as it completes problem and project assignments.

- *Designate a coordinator, recorder, a monitor, and a checker for each assignment, with each of these roles having responsibilities defined below. In teams of three, the same individual functions as monitor and checker. Rotate these roles for every assignment.*
- *Agree on a common meeting time and what each member should have done before the meeting by way of preparation.*
- *Do the required individual preparation. Each team member should attempt to outline the solution of each problem before the team meets.*
- *Meet and work out the complete solutions to all assigned problems. Agree on next meeting time and roles for next assignment.*
- *Review returned assignments. Make sure everyone understands why points were lost and how to correct errors.*
- *Complete and submit peer rating sheets for all team members when required. Ratings will be collected near midterm and near the end of the semester. They will be confidential, and will be used to adjust homework grades for every student.*
- *Consult with the instructor if a conflict arises that can't be worked through by the team.*

#### Team roles

- *Coordinator:* checks with other team members before the meeting to remind them of when and where they will meet and what they are supposed to do, keeps everyone on task and makes sure everyone is involved during the meeting.
- *Recorder:* prepares final solution to be turned in.
- *Monitor:* makes sure everyone understands both the problem solutions and the strategies used to get them.
- *Checker:* checks the final solution for accuracy, makes necessary corrections, and turns it in at the beginning of the class session when it is due. If the checker anticipates a problem getting to class on time on the due date of the assignment, it is his/her responsibility to make sure *someone* turns it in.

*Note to monitors:* If you ask people if they understand something and they say yes, you've learned nothing. **To check for understanding in a way that means something, ask for an explanation.** If someone on a team misses a problem on a test that is very much like a homework problem, the monitor has not done his/her job.

#### Omitting names from completed assignments, firing, and quitting

- If a team member refuses to cooperate on an assignment, his/her name should not be included on the completed work. If the non-cooperation continues, the team should meet with the course instructor and attempt to resolve the problem. If no resolution is achieved, the cooperating team members may notify the uncooperative member in writing that he/she is in danger of being fired, sending a copy of the memo to the course instructor. If there is no subsequent improvement, they should notify the individual in writing (copy to their instructor) that he/she is no longer part of the team.
- Similarly, a student who is consistently doing most of the work on a team may issue a warning memo (copy to instructor) that he/she will quit unless more cooperation is forthcoming. The team should meet with the course instructor at this point so that the problem can be resolved, if possible. If the non-cooperation continues, the student doing the work may notify the others in writing (copy to instructor) that he/she is no longer part of the team.
- *Students who are fired or who quit must find a team of 3 unanimously willing to accept them as a member, otherwise they get zeroes for the remaining assignments.*

As you will find out, group work isn't always easy: team members sometimes cannot prepare for or attend group sessions because of other responsibilities, and conflicts often result from differing skill levels and work ethics. When teams work and communicate well, however, the benefits more than compensate for the difficulties. One way to improve the chances that a team will work well is to agree beforehand on what everyone on the team expects from everyone else. Reaching this agreement is the goal of the next assignment.

## **TEAM EXPECTATIONS ASSIGNMENT**

On a single sheet of paper, put your names and list the rules and expectations you agree as a team to adopt. You should deal with any or all aspects of the responsibilities outlined above: preparation for and attendance at group meetings, making sure everyone understands all the solutions, cooperating with the team effort, communicating frankly but with respect when conflicts arise, etc. Each team member should sign the sheet, indicating acceptance of these expectations and intention to fulfill them.

*These expectations are for your use and benefit: we won't grade them or even comment on them unless you ask us to.* Note, however, that if you make the list fairly thorough without being unrealistic you'll be giving yourselves the best chance. For example, "We will each solve every problem in every assignment completely before we get together" or "We will get 100 on every assignment" or "We will never miss a meeting" are probably unrealistic, but "We will try to set up the problems individually before meeting" and "We will make sure that anyone who misses a meeting for good cause gets caught up on the work" are reasonable.