

Name: _____

Section: _____

Working With Others

Working with a partner or in a group can be a very enlightening and beneficial experience. Particularly when working on a project or a large assignment, having a collection of ideas/input and additional "manpower" can certainly make the task less daunting. Unfortunately, working with others also poses some problems. Please consider the following checklist items when trying to decide whether (or not) to work with your peers.

Ask Yourself:

- ✓ Will it be logistically possible to work with someone else?
(i.e. - Will someone be able to transport you to other locations outside of school to work on the assignment?)
- ✓ Do I believe the others will put in the same amount of effort as I will?
- ✓ Will it be possible for me to not be distracted when working with others?
- ✓ Are the others reliable?
- ✓ Do the others appear to have the same concern for their grades as I do?

If you can reasonably answer "Yes" to these questions, then you should feel comfortable working with others for your assignment.

Once you have decided to work with your classmates on an assignment, you should prepare for the inevitable (absences, missing paperwork, etc.). In the event of an unforeseen situation, you can ease the stress by:

- √ Making sure every member has the contact information (telephone number, e-mail address, etc.) for all individuals in the group.
- √ Making sure that all members of the group have a copy of the paperwork or the assignment being worked on. It may be necessary to save all computer work completed in school in the network or shared folder so all members can access it. Additionally, e-mailing the materials to every group member can also be an effective means of making sure everyone has the materials.
- √ Making sure you are using your allotted class time for an assignment wisely and efficiently. It is necessary for you and your group to leave class with a plan for how everyone should proceed with the assignment outside of school.
- √ Making sure you complete any necessary parts of the assignment outside of school - do not just work on it in school. Oftentimes, students do not have enough time in school alone to successfully complete an assignment.
- √ Making sure you forward (via e-mail or by sending it in with a friend or parent) any work your partners may need if you cannot make it into school for whatever reason.

Finally, be sure to consider a collaborative website such as [wikispaces](#) or [pbworks](#) to provide your group with more convenience. These websites provide you with a webpage that all members can access to easily create and modify the assignment using the internet.

Any student absent or unable to assist the other group members on an assignment for two or more days will complete the assignment individually.

Name: _____

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Contact Information Sheet

Assignment: _____

Due Date: _____

Group Member # 1	
Address	
Home Telephone #	
Cell Phone #	
E-mail Address	

Group Member # 2	
Address	
Home Telephone #	
Cell Phone #	
E-mail Address	

Group Member # 3	
Address	
Home Telephone #	
Cell Phone #	
E-mail Address	

Group Member # 4	
Address	
Home Telephone #	
Cell Phone #	
E-mail Address	