

Rules for High Performance Collaboration

1. Each team member is responsible for his or her own behavior and learning.
2. Each team member should be willing to help any other team member who asks for help.
3. You can only ask me for help when all members of the team have the same question.
4. It is critical to work, think about, and engage in the work that you are asked to do. Any time that you think your team is done with the task you were asked to do, immediately find me wherever I am in the classroom and send a member of your team over to tell me that you think you are done with the task. I will come over and confirm that you have completed it.
5. You will often be asked to work quietly by yourself on a problem in preparation for working with your team. This is so that you can develop confidence in your ability to tackle problems alone. Whenever possible, this will be followed by an opportunity to share your work with your teammates and to get help from them where you need it.

Words we can use to make sure everyone on our team feels valued and involved:

- “Can we make a plan so everybody has something to do?”
- “_____ has a good idea.”
- “What do you think, _____?”
- “Does everybody agree with that?”
- “_____, we need your help.”
- “I don’t think we heard _____’s idea.”

General Hint: How you try to say something is every bit important as what you say. Did you say it with a smile?