

### Group Assignment Information

1. This assignment incorporates skills that employers value – the ability to work as part of a team, critical reasoning, and good written communication skills.
2. Size of the group: Five (5). Only five.
3. The assignment is worth 25%.
4. In the real world you have **no** say in who you are teamed up with. However, given the size of the enrolment in this course, in the first stage, you will have the opportunity to form a group of your own choosing. So, co-ordinate this with other students you intend to work with and **sign-up at the same time**. Keep in mind, even if you have spoken to others, an open spot on your team means someone outside your intended group can sign up to your team. We will **NOT** intervene to remove them, so it is important to coordinate the team sign-on.
  - Be aware that Blackboard gives students only ONE opportunity to self-assign to a group. So, do not do a “test run”. We will not undo your “mistake”.
  - If you are unable to form a group, we will randomly assign you to a group that has less than five individuals OR you can sign on to a group that has fewer than 5 members.
5. Here are the important dates for you to take note. I will notify you when group sign-on is available in Blackboard.
  - a. You will have 15<sup>th</sup> - 17<sup>th</sup> April to form your group.
  - b. If you have not signed up to a group by 17<sup>th</sup> April, we will assign you to one with fewer than ~~four~~ five members (see (4)).
6. Assignment questions and detailed rubric will be posted to Blackboard on 29<sup>th</sup> April 2024 at 9am. We will also include detailed information on the submission procedure, format of the document etc. on this date.
7. The **submission date** is 3pm on 17<sup>th</sup> May 2024. Should your group need an extension, please follow the official UQ Business School procedure which is detailed in the ECP.
8. Given some of your team members are likely to be enrolled in external mode, to ensure that work on the project goes smoothly we recommend that one student take the lead and contact all other students in the team as soon as the group is finalised.

If a group member does **not** respond to your repeated emails, keep records, and email us at [finm3403@business.uq.edu.au](mailto:finm3403@business.uq.edu.au). We will contact them on your behalf.
9. At the end of the process, we will use peer evaluation. The intention of this approach is to minimise free riding. Note what the ECP says: “Results of peer evaluation could be used to adjust students score in extreme circumstances. One such example of an ‘extreme circumstance’ is where a student has ignored all communication and has contributed nothing to the submitted assignment. In this case, the student will be awarded a score of zero.”
10. For those interested in learning about how to work effectively as a part of a team, the Harvard Business Review has some tips.

The link: <https://hbr.org/2016/06/the-secrets-of-great-teamwork>
11. We will grade your submission on the following criteria: Explanation of the issues addressed in the questions, Clarity of expression and Structure of the document.