

Writing Groups:

Students will work in fixed groups throughout the semester. These groups are responsible for four assignments: the group charter, the first and second case studies, and a case study two proposal.

The writing group charter is a joint agreement between team members. It outlines roles and responsibilities, and typically fixes details like methods of communication and regular meeting times. The exact nature of the charter varies from group to group, but there are some suggestions indicated below.

The charter assignment has two elements: each group must submit one copy of their proposed charter on D2L, and each group must meet with the instructor the week after submission to discuss the proposed charter. Only when both elements have been satisfied will students receive the grade for the assignment.

The writing group charter and the second case study proposal are formative assignments: if groups complete them all members will receive full credit for that assignment. If groups partially complete them (e.g., only finishing the document, but failing to attend the follow-up appointment), then they will receive partial credit.

The first case study is a graded paper, and all members will receive the same grade for the work. The second case study will be assessed as follows. Groups will submit a group paper and receive a group grade that counts for 50% of the individual grade total. The other 50% is based on peer and instructor assessment of team member contributions. A low peer and instructor assessment will therefore result in a significantly reduced grade on the second case study. The peer assessment sheet available on D2L outlines the nature of the assessment in more detail.

Due Date: The writing charter is due for both Comm 256 and ITSC 201 on January 31 at 2100. Only one copy of the charter need be submitted per group in a class. The appointments for the follow-up meetings will be scheduled between February 1 and 4.

Suggestions to consider:

Groups may find these suggestions helpful for building their charters. The precise form the charter takes will depend on the individuals involved.

Team Charters

Charters should indicate agreement on

Goals	Code of Conduct	Operating Guidelines
Milestones	Meeting Guidelines	Internal & External Comms
	Conflict Resolution	Work Distribution
	Contingency Plans	

Specifically:

Who	What	How
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Example Goals

Submission two days before deadline

Example Milestones

Complete research by x date

Complete first draft by x date

APA check by x date

Operating Guideline Examples

Who is co-ordinating?

Which media is used for communication?

Which time zone?

Is there a shared document? A preferred platform?

Should we assign roles?

Who is principally responsible for

Research?

1st Draft?

Editing?

2nd Draft?

References, Citations, and Formatting?

Who is submitting?