
TEAM HOMEWORK

FORMAT AND EXPECTATIONS

§1 Roles

During this course you will have to do a significant amount of group work. It is a growing trend in professional schools and business for teams to work on projects. For the team homework in this course, each member of the team has an important role. These roles are to be rotated each week so that everyone has the opportunity to try each role. The roles are the scribe, the clarifier, the reporter, and the manager.

Scribe: : The scribe is responsible for writing up the final version of the homework to be handed in. This is the only set of solutions which will be accepted or graded. Whenever possible, your solutions should include symbolic, graphical and verbal explanations or interpretations. Diagrams and pictures should also be provided if possible.

Clarifier: : During the team meeting the clarifier should assist the group by paraphrasing the ideas presented by other group members, e.g. “Let me make sure I understand, the graph goes up ...”. The clarifier is responsible for making sure that everyone in the group understands the solutions to the problems and is prepared to present the problems to the class if the team is called on.

Reporter: : The reporter writes a record of how the homework sessions went, how long the team met, what difficulties or successes the team may have had (with math or otherwise). If there is disagreement about the solution of a problem, the reporter should present sketches of alternate solutions and explain the difference of opinion. The report should list the members of the team who attended the session and their roles. The report should be on a separate sheet of paper and the first page of the team’s homework solutions.

Manager: : The manager is responsible for arranging and running the meetings. If the team has only three members, or if one of the four members cannot attend, the manager should also take one of the other roles. When the homework is returned, the manager sees that it is photocopied and distributed so that each team member’s portfolio contains a copy of the corrected problems.

§2 Guidelines You are recommended to meet at least twice during the week. Before the first meeting, try to get as far as you can individually on each of the problems in the set. The major amount of the work should be accomplished at the first meeting. Each person on the team should come to the first meeting with some idea of how to start each problem or at least an idea of some questions to ask others in the group.

Before the second meeting, the Scribe should write a rough draft of the homework report. During this meeting, the team should help to refine the draft so that the finished report will be polished and an acceptable representation for the group.

When the homework is due, **one stapled** set of solutions should be submitted by each group **at the beginning of the class period**. The solutions should be written by the Scribe, and accompanied by a cover sheet written by the Reporter. Both the solutions and the cover sheet should be neat, be legible, and use correct English. Though hand written solutions will be accepted, it is highly preferred that you type the solutions. No late or partial solution sets will be accepted. You are expected to work with your team on the team homework. If you fail to do so, your grade will reflect this. As long as everyone works together, each member of the group will receive the same grade on the assignment.

Reporter's cover sheet should include:

- Each team member's name and role
- If a team member misses a meeting take note of this and explain why (if possible)
- Dates and times of your meetings,
- Each member's participation (you may give names or not, as you choose),
- Comments on how the group worked together,
- Relevant comments you may want to include regarding the course or the assignment in general.

Scribe's report should:

- Be written as if it is an explanation to another **student** (i.e., don't assume the reader will fill in between the lines)
- Include a paraphrase of the problem
- Clearly define functions and variables, use units where appropriate, and label pictures and graphs
- Use the RULE OF FOUR to analyze and explain whenever appropriate
- Be typed (or neatly written) using complete sentences, even when formulas or symbols are involved
- State the conclusion clearly and include any appropriate interpretations or justifications

§3 Grading

The team homework grade comprises a large component of your in-class grade so it is important to take these assignments seriously. Each problem is graded on a 0 to 5 scale based on the quality of the write-up of the solution.

5: *"The Perfect Solution"*

- The solution is correct and complete.
- All functions and variable are defined, units are included where appropriate, and pictures and graphs are all labeled.
- The solution is explained and analyzed using as many of the perspectives of the "Rule of Four" as is applicable.
- The solution includes a clear conclusion with proper justifications.
- The write-up, as a whole, is short, concise, and to the point.

4: *"The Good Solution"*

- Something between a 3 and a 5.

3: *"The Adequate Solution"*

- The solution is, for the most, part correct and complete.
- Most functions and variable are defined, most units are included where appropriate, and pictures and graphs are mostly labeled.
- The solution is explained and analyzed.
- The solution does not include a clear conclusion with proper justifications.

2: *"The Inadequate Solution"*

- Something between a 1 and a 3.

1: *"The Bad Solution"*

- The solution is incorrect.
- Functions and variable are not defined, units not included, and pictures and graphs are not labeled.
- The solution is not explained and analyzed.
- The solution contains no conclusion.

0: *"The Non-Solution"*

- The problem is not attempted.