

## Geography 360: Human Geography

Dr. Christy Jocoy, CSULB

**Q-CPR Readings:** University of Canberra Academic Skills Centre (2009) *Working in Groups*, <http://www.canberra.edu.au/studyskills/learning/groups>; Hay, Iain (2006) "Preparing and delivering a talk" in *Communicating in Geography and the Environmental Sciences*. It will be helpful to bring a copy of the Collaborative Research Project Instructions too.

**Tasks for your Discussion:** to be completed by your Collaborative Project Groups. Select a leader and select a note taker. Note takers will post notes to the discussion section of BB within one week.

1. **Create a bullet point list of at least one objective for your group.**

For example,

- To earn an A on the Collaborative Project (CP) Presentation.
- To design a creative presentation.
- To make high-quality PowerPoint slides.
- To effectively explain results using existing literature review.
- To answer research question directly.

(These objectives should realistically represent the amount of effort your group members plan to put into this project. If a group member is aiming only for a C, then the group should discuss whether this is acceptable to everyone.)

2. **Identify specific tasks to be completed and a time frame (with dates) for completion.**

**Allocate tasks to group members**, recognizing that all members must take some part in preparing the literature review, analyzing the data, and presenting the findings. In addition, all group members must take a speaking role in the presentation, either presenting or leading the discussion.

3. **Create a bullet point list of expectations for each group member's behavior.** Have each group member sign it like a contract agreement.

For example,

Each group member agrees to

- Attend each group meeting
- Complete their assigned task by each date.
- Notify all other members if they cannot complete their task or need assistance in completing it as soon as they realize it.

4. **Create 3 checklists based on the recommendations from "Preparing and delivering a talk"** that your group will keep in mind for 1. Designing your PowerPoint slides, 2. Preparing your aids for delivering your presentation, and 3. Reminding the group of the items that must be available or brought with you on the day of the presentation.