



Module title: Working in Teams

Assignment contribution: 80%

Date of issue: 6th May 2024

Date of submission: 23rd May 2024

Goal

To prepare and present a team presentation and reflect in a written paper on how the teamwork took place.

Participants

Groups of 5 or 7 members.

Assignment Requirements

Part 1: Oral presentation 50%

1. **Topic:** Your group should select a topic that it believes would raise interest and benefit the audience as well as all group members. After choosing a broad topic, divide the topic into subtopics that can be assigned to group members for individual oral presentations.
2. **Purpose Statement:** Develop a purpose statement for your individual presentation. What do you want the class to know, believe, or do as a result of the presentation?
3. **Bibliography and Outline:** The group should develop a plan for collecting information. Each group member will be responsible for researching a different aspect of the topic as well as a general understanding of the broad topic. On the day of the presentation, the group members will turn in a bibliography with a minimum of five sources.
4. **Outline:** Your group should develop an overall outline for its team presentation to be distributed to the instructor on the day of the presentation.
5. **Presentation Requirements:** Your group should deliver a coordinated team presentation on the assigned day. All members should use an extemporaneous form of delivery. Do not read from a manuscript. The team presentation should include the use of at least four visual aids. Your group has 30 minutes to complete the team presentation.



Part 2: Written Group Analysis Paper 50%

Word count: 800 words

Based on the team meetings that were conducted to build up your presentation, you have to write a group analysis paper that should address the four topics listed below. You do not have to answer each question in turn, but you should use them to stimulate and organize your analysis. Make sure you provide specific examples of group behaviour to support your conclusions.

1. **Group Development:** Using Tuckman's group development stages, discuss the formation and development of your group.
 - a. Describe the extent to which Tuckman's stages helped to explain or to predict group behaviour.
 - b. How well did your group resolve primary tension and secondary tension?
2. **Group Norms:** Identify your group's explicit and implicit norms.
 - a. Did these norms help or hinder your group's ability to achieve its goals?
 - b. Were certain topics of discussion avoided in the group (e.g., talk about feelings, discussing member behaviour, topics such as religion, politics...)?
 - c. Was there anyone who did not conform to group norms? If so, what were the consequences?
3. **Group Roles:** Identify the various roles assumed by group members. Discuss the distribution of task, maintenance, and self-centered roles.
 - a. Did any type of role predominate (e.g., task, maintenance, or self-centered)?
 - b. Did any specific role or roles predominate (e.g., opinion giver, harmonizer, deserter)?
 - c. If there was an imbalance in roles, describe what the group did or did not do to create better balance.
4. **Participation:** Analyse differences in the amount and quality of member participation.
 - a. How did member diversity (culture, gender, age, etc.) affect group interaction? To what extent did your group strive to understand, respect, and adapt to member differences?
 - b. Who were the high participators and who were the low participators? What effects did the level of participation have on other group members and the group as a whole?
 - c. Who seemed engaged and interested or disengaged and disinterested? What effects did these members have on overall group performance and member satisfaction?
 - d. Did conflict arise in the group? If yes, how did the group and its members respond to the conflict?
 - e. Was the conflict successfully resolved? Why or why not?



Grading Criteria of the oral presentation 50%

Your grade will be determined by combining a shared group grade and an individual performance grade based on the following criteria:

Shared Group Grade Criteria 50%	Individual Grade Criteria 50%
<ul style="list-style-type: none">• clear purpose for team presentation• adaptation to listeners• overall effectiveness in sharing information• organization of the team presentation• team presentation outline• ability to work as a coordinated team• overall quality of team presentation	<ul style="list-style-type: none">• clear purpose for individual presentation• adaptation to listeners• effective use of ideas and information• organization of individual presentation• delivery of individual presentation• personal credibility

Grading Criteria of the written group analysis paper 50%

- Responds thoroughly and responsibly to all four issues.
- Demonstrates effective analysis of group communication.
- Provides theory-based and practical suggestions for group improvement.
- Paper is clearly organized and well-written.
- Paper is proofread and free of spelling and grammatical errors.