

GROUP & GROUP MEMBER RESPONSIBILITIES

East Hostages

The success of the group will depend on the cooperation and professionalism of its members. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done; how to find information; how to assess information; how to share the workload; and how to resolve interpersonal conflicts that might arise. Effective collaboration includes, but is not limited to:

- Participating fully (in spirit and actuality)
- Participating professionally (i.e., civil discourse; abiding by the rules of academic honesty)
- Meeting responsibilities (i.e., completing assigned tasks on time and to the best of your ability)
- Taking the consequences of not abiding by the group's rules.
- Giving group members appropriate credit where due
- Not giving credit where it isn't due

After reading through this document, each member needs to sign the document at the end. This document will be sent to the teacher through CANVAS. Adjustments on the rules can be made by group discussions.

1. All communication within the group will be done through WhatsApp and email. Communications with teachers and clients will be done through email.
2. Each group member agrees to show up to class and to outside group meetings on time.
3. In the event that a group member is less than ten minutes late, s/he may quietly join the group without disrupting it to ask what s/he missed. It is optional for the group members to fill in the late-comer.
4. Group members who are avoidably late must catch up with the work on their own time.
5. A group member who is absent more than 3 times will be reported to the teacher.
6. If a member submits plagiarized material and/or cheats, the group agrees to bring this to the teacher's attention immediately.
7. Each member agrees to familiarize him- or her- self with and abide by the SM-SM-CMK course rules and regulations.
8. Members agree to treat one another with respect. Respect includes no name-calling. If you don't like an idea, address the idea, not the person (for

example, “I don’t think that idea will work because...” not “That’s stupid”). In the event that a group member treats someone inappropriately, s/he will apologize.

9. No “cross-talking” is allowed. This means not interrupting when someone else is talking.
10. In the event that a group member or members are dominating the group, it’s the group’s job to politely interrupt them (this is when you can interrupt) and ask someone else to speak.

Each member print name & then sign:

Date: 08.11.2019

Print Name: ***Dimitar Ivanov***

Signature: **D.A.**

Print Name: ***Jean D. Destine***

Signature: **J.D.D**

Print Name: ***Angelica Dewi***

Signature: **A.D.**

Print Name: ***Martin M. Grigorov***

Signature: **M.M.G.**

Print Name: **Niels de Vreede**

Signature: **N.D.V**

Print Name: **Abraham Ackom-Mensah**

Signature: **A.A-M**