



## Student Group Work Guidelines

### Purpose:

The following guideline is designed to help you organise and manage your group assessment task.

### Group work – Getting started:

Once your group is formed, the group work guideline can be useful to set up effective group work.

1. **Introduction:**  
Spend some time getting to know each other, exchange preferred contact details.
2. **Outcomes:**  
Look at the assessment together and discuss:
  - What do we need to achieve / what is our outcome?
  - Break the assessment into individual tasks/steps from start to finish. For each task / step, discuss how long it would take.
  - Based on the tasks / steps and timing, create a timeline or diagram showing who will do what and when. You will need some mini-deadlines so tasks are completed on time and in sequence.
3. **Student Group Work Guidelines and Individual Contribution Statement**  
Please remember that each group member receives a copy of the guideline and, once all responsibilities are assigned, each copy must be the same. This is important as it shows that all group members are aware of their responsibilities to the group. At the end of the completion of the Project Trimester a single hard-copy to be submitted to Lecturer and a soft copy to be uploaded to Moodle link.
4. **What's next?** Set up a schedule to meet – when/where/how often/how long? Meeting frequently will allow you to keep on track and to resolve any issues you may face over the assignment.

### Tips for group work:

1. Show respect to other members by
  - Communicating effectively – responding to messages, listening to others, allowing everyone the opportunity to speak and contribute.
  - Sticking to the schedule of meetings and tasks
2. If you have issues with group members not contributing, talk to your lecturer or ALS Co-ordinator.
3. If you would like assistance with getting started, your ALS Co-ordinator would be happy to help!



## STUDENT GROUP WORK GUIDELINE

Unit Title:	
Assessment Item Title	
Assessment Due Date:	
Group Members	1.
	2.
	3.
	4.
	5.

#1 Student Name:	
Tasks Responsible for:	1.
	2.
	3.
	4.
	5.

#2 Student Name:	
Tasks Responsible for:	1.
	2.
	3.
	4.
	5.

#3 Student Name:	
Tasks Responsible for:	1.
	2.
	3.
	4.
	5.

#4 Student Name:	
Tasks Responsible for:	1.
	2.
	3.
	4.
	5.

## Individual Contribution Statement Form

**CONFIDENTIAL**

**Note: To be completed individually on completion of the project. A signed hard-copy to be submitted to your Project Lecturer and a soft copy to be uploaded to the Moodle link.**

Team Name: \_\_\_\_\_

Lecturer Name: \_\_\_\_\_

(Please respond to the relevant box below)

☐ All work has been equally and fairly distributed and all team members have contributed more or less equally. I think it is fair that we all receive the same team mark for all tasks completed by the team. (Write brief notes in the box below)-

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☐ Work has **NOT** been equally distributed. I would suggest that the individual contribution for each task as listed could be summarised as follows:

Tasks	Team member Name	Individual Contribution % (Score out of 100 for each task)	Comments
	Member 1		
	Member 2		
	Member 3		
	Member 4		
	Member 5		

**Note: Type in, then print and sign.**

**Additional comments/notes- Add here (use additional pages if required)**

Signed: .....

Date: .....