**Collaborative Writing**

Educators, business professionals, law makers, engineers, medical researchers, and scientists often collaborate to complete projects quickly and efficiently. In your career, much of the writing you do may be collaborative. Sometimes you will depend on others to provide information that you will present. Sometimes you will depend on others to present information that you provide. In this course, we will experiment with the experience of collaborative writing.

A successful collaborative effort depends on two elements: (i) Each group member must be assigned a specific role and must perform it. (ii) The group must agree to subordinate individual wills to the designated project manager's best judgment.

**The project supervisor** is the audience who assigns the writing task, determines the group's purpose, sets the deadline for completion, and rewards successful work. In this class, I play this role.

**The project manager** has final authority for the production and contents of the collaborative task. As the group's leader, he or she makes sure that work is fairly distributed and that all team members contribute.

**The researchers** accumulate the necessary data in response to the assigned task.

**The scribes** word process the document.

**The editors** proofread and edit the final document, making sure that the format, structure, tone, and style are appropriate.

You will work in a team of three-to-five people. First, we have to build teams. I will depend on you to form teams based on the course introductions that were posted in the Discussion Tool. As you review your colleagues' introductions, consider contacting people whose intros caught your attention for some reason. Once you identify team members, I will create a private forum in the Discussion Tool for your team if you request it. It's up to you to sort out responsibilities and complete the assigned collaborative summary/evaluation memo described in the current module. Your team should post its collaborative memo to me inside the Assignment Tool on or before October 21.

IMPORTANT: Let me know as soon as possible when your team has formed so that I can create an Assignment Tool for you (as well as a private Discussion forum if you wish).

Consult the King/Swift assignment to discover your collaborative writing task.