

TEAMWORK EXPECTATIONS DOCUMENT

Why do we perform teamwork?

Although teamwork can seem more challenging than completing work alone, there are a lot of benefits to participating in teamwork. By completing tasks in a team, you better emulate a workplace environment by developing your conflict resolution skills and being held responsible for your part in a larger project. Some skills gained from teamwork include:

- Understanding of personal vs group responsibility
- Collaborating with others improves your learning
- Group discussion skills
- Coordination and delegation of tasks
- 'Soft skills', i.e. time management, communication, and adaptability

Weekly Expectations

You must work on your assignment outside of class hours. Each week, team members are expected to spend a little over 5 hours on assignment work (includes teamwork time, independent work, and consultation time). Approximately 1-2 of these hours should be spent working through problems together.

A guide to approaching the workload each week is expressed below, along with the regulations for any members who are not contributing or are not following academic integrity standards.

Timeline Overview

Weeks	Expected work to be completed	Group Integrity Milestones
4	<ul style="list-style-type: none">- Exchange contact details- Form Group	
5	<ul style="list-style-type: none">- Read Assignment- Start Task 1- Sign teamwork document	<ul style="list-style-type: none">- If any students are not in a group, the TA will assign the students to a random group
6	<ul style="list-style-type: none">- Review progress- Adjust timeline- Complete Task 1- Attend consultations to receive feedback for Task 1	<ul style="list-style-type: none">- If any members have not been contributing or abiding by academic integrity, any member of the team can anonymously report them to the TA. The TA will first send a warning email to the group

		asking everyone to contribute equally.
7	<ul style="list-style-type: none"> - Review progress - Adjust timeline - Complete Task 2 	<ul style="list-style-type: none"> - If the situation doesn't improve by Week 7, any team members not assisting with the project/ignoring academic integrity rules will be removed from the team and placed in a new team with other students in a similar situation
8	<ul style="list-style-type: none"> - Review progress - Adjust timeline - Complete Task 3 	<ul style="list-style-type: none"> - Teams are finalised, and no members will be removed from any teams
Break Week 1 (submission week)	<ul style="list-style-type: none"> - Proofread and finalise the assignment. - Compile work and submit 	<ul style="list-style-type: none"> - If any students have not been contributing or abiding by academic integrity, the team members can request to fill out a peer review form

Detailed Weekly Guide with Academic Integrity Provisions

Week 4: The first meeting

In your Week 4 practical, you will be split into small groups to get to know each other. Before leaving the practical class, all team members are required to agree on a form of communication for the group and exchange contact details. Over week 4 and 5, you will produce a team contract using the template provided. This is an agreement on how/where communication will occur for the group, and most importantly, this outlines the expected work each week for all group members, as well as the planned meeting times.

Take each following meeting as a great opportunity to review and re-evaluate the project. Your team will need to review what has been achieved in the past week and set a new set of goals for the next week. Your goals and timeline may not change if everything is going well. However, for example, if someone is struggling with their task, this may be a good time to reorganise your tasks to accommodate that team member's strengths. This may be a good time to review your communication methods.

Week 5:

By the end of week 5, all groups are required to send their team contract to their TA via email. If you have not found a group by the end of this week, your TA will have the right to put you in a group with random students from any practical class. By the end of this week,

your group should have read through the case study and started working on the first task. Failure to send the team contract by this week means we will not be able to provide the opportunity to offer fair help when it comes to resolving group conflicts.

Week 6:

From week 6, consultation times will be provided to assist you with the assignment. By the end of week 6, the first task should be completed, and your group should aim to get feedback from a consultation to prevent any errors from trickling through to the other remaining tasks.

If a team member is not contributing to the group work or is showing signs of cheating, i.e., with the use of AI tools and/or breach of academic integrity, you are encouraged to report this student to your TA anonymously over email. The student will receive a warning email this week.

Week 7 Checkpoint:

At the end of week 7, your group should expect to complete task 2 and request feedback for tasks 1 and 2 in a consultation session.

If any team members are not contributing a fair amount of work, this is your team's final opportunity to report any students who have not been contributing, and those students will be removed from your group and placed in a new group for the remainder of this assessment. After week 7, your groups are finalised, and no changes will be made to the team.

Week 8:

By the end of week 8, task 3 should be completed. Continue to communicate if any students are either not contributing or abiding by academic integrity to your TA over email.

Break Week 1:

This week should be reserved for any final touches or last-minute changes. Proofreading is also encouraged. Compile and submit your assignment as a group for submission at the end of this week. When submission time rolls around, the group will need to submit the project work through iLearn. If the group submits their work late, 5% of the achieved grade will be deducted each day until the 7th day, after which the assignment will get a zero grade.

If any team members were either not contributing or showing academic integrity in the weeks after the teams were finalised, the team members could fill out a peer review form to inform the distribution of work, and the marks would be adjusted accordingly.