

*Note: changes to the Reading Assignment and the In-class discussion process may be changed from time to time for improvement purposes.*

## **Reading Assignment**

This is a GROUP assignment. The submission is from the GROUP, not from different individuals in the GROUP.

If, for some reason, a member cannot deliver within, the GROUP still has to meet its obligations.

From the overall class schedule, you already know when which chapters are to be delivered. For example, where it says “In-class Discussions: Ch. XYZ”, the team needs to be prepared for Chapter XYZ.

Note: where it says “Lectures Ch. ABC” then I will give a lecture on that chapter.

### **What each team need to do:**

- Each member of the team reads ALL the assigned chapters.
- Each member fills a “personal” reading template as a private copy.
- The team then discusses f2f, via skype, etc., each chapter:
  - What are the salient points in a given chapter?
    - Look for “big stones”, not tiny facts or concepts ...
  - Prioritise and identified points.
  - Log top three points in the template as per the instructions on the template.

### **Admin work:**

Appoint a dependable and capable coordinator, who will make sure that:

- Summaries are done by each individual in the team.
- That the group has deliberated and filled out a shared template for each chapter.
- The group template is delivered on time as per the OWL announcement.

## **In-Class Discussion Process**

[1] **An individual from a team is invited to answer a question posed on the projector screen.**

- S/he gets 30 seconds to **start** the answer.
- S/he typically gets **one minute** to answer the question.
- If in the opinion of the instructor, the student is struggling to start in the allotted 30 seconds or to give a meaningful answer, the instructor may invite another member from the same team if s/he has yet to build up his/her frequency count. (This is repeated as

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necessary within the team) The instructor will give a certain mark to both the first and the subsequent student.

- If no suitable person is left in the team to give the question to, it is handed over to another team, and the process is repeated.

**[2] The team whose template it is then gets invited to preside over the comment section to lead the discussion.**

- Read your comment.
- Interpret your comment
- Give rationale behind your comment.
- A discretionary mark is given for the comment for its quality and argumentation.

**[3] The instructor's decision is final and may not be appealed.**