

**SPHEIR Pedagogical Training 2.0*****Effective Team Projects and Student Teams: What, How and Why***

With the increased demand for students to work effectively in teams, many instructors have implemented short-term and semester-long team projects in their courses. There are many benefits derived from this type of cooperative learning strategy if key issues are addressed.

*Presented by*

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**Learning Objectives: Upon successful completion of this session, you will be able to:**

- Recognize group vs team characteristics and dynamics
- Identify how to effectively use teamwork in a course (online and face to face)
- Teach your students how to be effective team members
- Create and assess team projects and processes

**Suggested Resources:**

- Group Work (from The Derek Bok Center for Teaching and Learning, Harvard)  
<https://bokcenter.harvard.edu/group-work> (retrieved 8.11.20)
- Designing Effective Projects in Online Courses (from Faculty Focus)  
<https://www.facultyfocus.com/articles/online-education/designing-effective-team-projects-in-online-courses/> (retrieved 8.11.20)
- What are the Benefits of Group Work? (from the Eberly Center, Carnegie Mellon University)  
<https://www.cmu.edu/teaching/designteach/design/instructionalstrategies/groupprojects/benefits.html> (retrieved 8.11.20)



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## Space for Your Notes and Activities

### ***Part A: Notes and Activities***

**NOTES:** *A team is (1) a small number of people (2) with complementary skills who are (3) committed to a common purpose, performance goals, and approach for which (4) they hold themselves mutually accountable.*

*(Katzenbach & Smith, 2015. "The Wisdom of Teams")*

- 1) small number of people
- 2) with complementary skills (how to assemble student teams)
  - Calculated Assignment
  - Random Assignment
  - Combination of Instructor and Student Choice
  - "Apply and Interview" \*
  - Christopher, D. A. (Feb. 2003). "New way to select teams: Prof chooses team leaders who then interview prospective teammates." In *The Teaching Professor*.
- 3) committed to a common purpose (notes on designing an appropriate team assignment)
- 4) hold themselves mutually accountable (informal and formal assessment & feedback)

**Activity: How do I assemble the teams? (What are the critical attributes, skills, knowledge that are important for each team to be successful for class team project?)**

- Technical:
- Interpersonal:
- Problem-Solving:

### **Sample Information Sheet for Students to Complete Introduction of Yourself: Setting Goals and Clarifying Expectations at the First Meeting**

- 1) Responsibilities that I have are:
  - a) Personal
  - b) Professional
- 2) Some of my interests are:
- 3) The strengths I bring to this team are:
- 4) What I would like my team members to know about me is:
- 5) What I would like to gain from this team experience is:
- 6) Some of the expectations I have regarding my team members are:

***Part B: Notes and Activities******NOTES:***

**Subset 3: Are committed to a common purpose (notes on designing an appropriate team assignment)**

**Activity: How do I design an appropriate team assignment? (take notes below)**

- Type of assignment:
  
  
  
  
  
  
  
  
  
  
- Difficulty of assignment:
  
  
  
  
  
  
  
  
  
  
- Skills needed for success:

***NOTES:***

**Subset 4: Hold themselves mutually accountable (informal and formal assessment & feedback)**

See forms on the following pages for assessment and feedback:

- Self-Peer Feedback Form (formative)
- Team Member Evaluation Form (summative)

### Sample: Self and Peer Feedback Form

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

The use of teams is an important component of this course. The following attributes are characteristics of an effective team. Please provide feedback on yourself and your peers by circling the number that best represents your assessment.

- a. **Attendance at team meetings:** present at all team meetings, exceptions agreed upon in advance.
- b. **Timeliness:** completed all assigned tasks in a timely manner.
- c. **Collaboration:** made a genuine effort to work effectively with others and in decision-making.
- d. **Effort:** exhibited a high level of interest and commitment to the assignment and the team.
- e. **Contribution of skills and resources:** made available valuable competencies, resources and materials.
- f. **Contribution of ideas:** provided creative and innovative ideas for discussion.

Almost Always      Frequently      Sometimes      Infrequently      Almost Never  
 5                              4                              3                              2                              1

\* Your name: \_\_\_\_\_

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills & resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Team member's name: \_\_\_\_\_

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills & resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Team member's name: \_\_\_\_\_

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills & resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Team member's name: \_\_\_\_\_

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills & resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Team member's name: \_\_\_\_\_

Attributes:	Almost Always	Frequently	Sometimes	Infrequently	Almost Never
a. Attendance at group meetings	5	4	3	2	1
b. Timeliness	5	4	3	2	1
c. Collaboration	5	4	3	2	1
d. Effort	5	4	3	2	1
e. Contribution of skills & resources	5	4	3	2	1
f. Contribution of ideas	5	4	3	2	1

Comments:

Overall, I would rate my team as:

Excellent      Very Good      Good      Fair      Poor  
 5                      4                      3                      2                      1

The strengths of my team are:

Areas my team can work on are:

What I have gained thus far is/are:

(Thank you for your analysis)

**Sample: Team Member Evaluation Form**

An underlying assumption of effective teamwork is that all members will contribute as fully to the project as possible, will share knowledge and expertise, and will participate in all meetings and decisions. The success of your experience in the project also depends on maximizing the strengths of your team.

The following activity was designed for reflection on your team’s progress and process. Keeping in mind the contributions and quality of work exhibited by your colleagues, complete the following evaluation of your team members.

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**Team Peer Evaluations**

**Final Team Member Evaluation**

Your Name: \_\_\_\_\_

Name of Your Team: \_\_\_\_\_

**Team Peer Evaluations**

Assume that you have **10 bonus points available to distribute to each of your team members, excluding yourself.** The bonus is for the contribution made for the project. The team member evaluation points (maximum of 10 points) will be added to the team project grade. On the following lines, please show your recommendation as to the amount of bonus each member should receive.

Make sure you fill the comments section for each of your team members to explain why you assigned that specific number of bonus dollars.

Team Member (do not include yourself)	Maximum of 10 points to each member
1) _____ Comments (Required)	_____
2) _____ Comments (Required)	_____
3) _____ Comments (Required)	_____
4) _____ Comments (Required)	_____