**Context:** What course(s) do you have in mind in terms of improving or adding group work components? Choose one course and answer the following questions:

<table>
<thead>
<tr>
<th>How many students do you expect to have?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What year(s) are the students?</td>
</tr>
<tr>
<td>What discipline(s)?</td>
</tr>
<tr>
<td>How much and what kinds of diversity do you anticipate amongst the students in the course?</td>
</tr>
</tbody>
</table>

**Purpose / Goals**

1. **What is the purpose of the group project or activity? Why are you using group work in your course?**

2. **Do you have learning objectives related to collaboration/teamwork in your course? If so, what are they?**
### Nature of Group Work

3. **What is the nature of the group activity or project?** That is, what will you expect students to do (is it primarily discussion or are they designing or building something together)?

4. **How long is the project or group activity?** (e.g. 20 min, 1 week, 4 weeks, one term)?

5. **What deliverables will you ask students to complete?** Will they be group or individual deliverables?

6. **Does it matter if students take a divide-and-conquer approach or do you want them to be more collaborative/integrative?**

### Group Formation

7. **What size do you want the groups to be?**

8. **Who will form the groups?** (e.g. instructor, self-selected)

9. **What criteria will be used to form the groups (or will it be random)?**

10. **Will students create a team charter or group contract?**

### Group Management

11. **How much time, if any, will students have to work in class?**

12. **How will you handle conflict in groups?**

13. **Will you allow students to “fire” a group member?**

### Assessment & Peer Feedback

14. **Will you assess the group process in addition to the product?** If so, how?

15. **Will all students in a group be given the same mark or will you do differential grading?**

16. **Will you ask students to evaluate each other?** If so, how?