TOP TIPS FOR GROUP ASSIGNMENTS

Read the Instructions

Hold Each Other Accountable

Consider Your Strengths

Manage Conflict

Divide Work Equally

Support Each Other

Use Your Time Wisely

Edit the Assignment

Communicate Regularly

Get Help

DURHAM COLLEGE
SUCCESS MATTERS

STUDENT ACADEMIC LEARNING SERVICES (SALS)

TOP TIPS FOR GROUP ASSIGNMENTS

READ THE INSTRUCTIONS

Look at the timelines, research requirements, and deliverables. Discuss the instructions with your group so that everyone understands what is involved. Use the rubric to stay on track.

CONSIDER YOUR STRENGTHS

If you are assigned to a group, think about the skills you can bring to the project: research skills, creativity, time management, strong writing. If you choose your own group, try to find others who have complimentary skills so that you all benefit from each other's strengths.

DIVIDE WORK EQUALLY

Each group member has a job to do to complete the assignment. Consider choosing a leader and creating a group contract to establish expectations and divide up the work. Your professor may require a contract or you may decide as a group to create one to stay on track.

USE YOUR TIME WISELY

Record all the due dates for each stage of the project. Allow time to coordinate group members' schedules. Be flexible but firm so the project is completed on time with minimal last-minute panic.

COMMUNICATE REGULARLY

Exchange contact information at the start. Use DC Mail and other college approved collaborative tools to stay in touch and move forward with the project.

HOLD EACH OTHER ACCOUNTABLE

Your group members are depending on you and you are depending on them. If you say you will do a task by a certain date, be sure it is done. If a group member isn't contributing as much as they should be, speak with them.

MANAGE CONFLICT

Conflict often arises because of a breakdown in communication. Try to resolve any conflict within the group, but involve the professor if needed.

SUPPORT EACH OTHER

You and your group members are busy trying to balance college studies and things outside of school. You all likely want to do well on the assignment, so it is important to encourage each other. This includes practicing to prepare for group presentations and helping to boost each other's confidence.

EDIT THE ASSIGNMENT

Have one person collect each member's work and do a final edit for consistency, completeness, and correctness. This includes formatting, spelling, grammar, referencing, and flow. Each group member is still responsible for a final check of the project prior to submission.

GET HELP

Don't wait until the last minute to ask for help. Speak with your group members if you're struggling with your part of the project, and reach out to your professor, the library, or SALS.

CONTACT US

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