SUGGESTIONS FOR TEAM HOMEWORK

During this course you will have to do a significant amount of group work. It is a growing trend in professional schools and business to have teams work on various projects. For the team homework in this course, each member of the team has an important role. These roles are to be rotated each week so that everyone has the opportunity to try each role. The roles are the scribe, the clarifier, the reporter, and the manager.

- **Scribe**: The scribe is responsible for writing up the single final version of the homework to be handed in. This is the only set of solutions which will be accepted or graded. Each member of the group will receive the same grade. Whenever possible, your solutions should include symbolic, graphical and verbal explanations or interpretations. Diagrams and pictures should also be provided if possible.
- **Clarifier**: During the team meeting the clarifier assists the group by paraphrasing the ideas presented by other group members, e.g. "Let me make sure I understand, the graph goes up ...". The clarifier is responsible for making sure that everyone in the group understands the solutions to the problems and is prepared to present the problems to the class if the team is called on.
- **Reporter**: The reporter writes a record of how the homework sessions went, how long the team met, what difficulties or successes the team may have had (with math or otherwise). If there is disagreement about the solution of a problem, the reporter should present sketches of alternate solutions and explain the difference of opinion. The report should list the members of the team who attended the session and their roles. The report should be on a separate sheet of paper and the first page of the team's homework solutions. You may use a copy of the sample cover sheet for this purpose.
- **Manager**: The manager is responsible for arranging and running the meetings. If the team has only three members, or if one of the four members cannot attend, the manager should also take one of the other roles. When the homework is returned, the manager sees that it is photocopied and distributed so that each team member's portfolio contains a copy of the corrected problems.

Meet at least twice during the week. Before the first meeting, try to get as far as you can individually on each of the problems in the set. The major amount of the work should be accomplished at the first meeting. Each person on the team should come to the first meeting with some idea of how to start each problem or at least an idea of some questions to ask others in the group.

Before the second meeting, the Scribe should write a rough draft of the homework that will actually be submitted. During this meeting, the team should help to refine the draft so that the finished product will be polished and an acceptable representation for the group.

When the homework is due, *one* set of the solutions (typed or written very neatly) should be submitted at the beginning of the class period. The solutions should be written by the Scribe, and accompanied by a cover sheet written by the Reporter. Both the solutions and the cover sheet should be neat, legible, and with attention to correct English. No late or partial solution sets will be accepted.

Reporter's cover sheet should include:

- Dates and times of your meetings
- Each member's participation (you may give names or not, as you choose)
- Comments on how the group worked together
- Relevant comments you may want to include regarding the course or the assignment in general

Scribes report should include:

- Be written as if it is an explanation to another student (i.e., don't assume the reader will fill in between the lines)
- Include a paraphrase of the problem
- Clearly define functions and variables, using units where appropriate
- Keep in mind the Rule of Four (i.e., include diagrams, graphs, or tables whenever possible)
- Be typed (or neatly written) using complete sentences, even when formulas or symbols are involved
- State the conclusion clearly and include any appropriate interpretations or justifications