**Team Design Worksheet**

This worksheet is designed to help you think through the logistics of your team/group project – what do you tell students, how to make it work in an online environment (what do they do each week?), how will you support them during their team work? Consider each question and jot some notes to assist you in developing your project plan.

1. **Forming:** Be specific.

* + What is the total duration of the team/group project?
	+ Who assigns/forms the teams? Do students get any choice or is it random selection?
	+ When (in the 11 weeks) will teams be formed? When will you contact them about what team they are in?
	+ How many are projected to be in a team?
		- Consider known roles needed to complete the project. List known roles here:
	+ How will teams get to know one another?
	+ How do teams choose the topic? Is it assigned/is there some choice?
		- If there is choice, do students need time to research it before submitting the topic?
		- Is the topic subject to instructor approval?
		- When do these actions occur?
	+ What team development information are you going to give students about successful team work?
		- Resources/websites/handouts?
	+ How do they know what is expected of them as a team? Rubrics?

2. **Storming:** Be specific.

* + What methods can be used to report or evaluate team problems?
		- If someone is not performing - what actions are required to report or remedy the situation?
		- What consequences occur for the non-performing student? These could include but are not limited to: a method of asking for instructor intervention, substantiating the non-performance, individual team member evaluation at the end of the course.

3. **Norming:** Be specific.

* + What mechanism(s), e.g., discussion boards, wikis, chat rooms, or Skype, do they use to meet/work?
	+ What roles are required to do the work you want the team to perform?
		- * Who decides who is in each role?
			* If they decide, how and when do they let you know?
	+ How do they know what is expected of them in each role? Do you have descriptions?

4. **Performing:** Be specific.

* + What norms indicate a good team performance level (e.g., one person does NOT do all the work, they used some form of democratic decision making process, timely turn in of individual and team products, etc.)?
	+ Who turns in assignments? Does one person compile or do individuals submit their parts?
	+ Is SafeAssign required for any part(s) of the project? How does this affect assignment timing?
	+ Will the instructor provide any feedback (on parts/the whole) before final submission? How does this affect assignment timing?
	+ When/what weeks are assignments due?

5. **Adjourning:** Be specific.

* + Final steps of ending the team?
		- When is team performance evaluated?
		- What forms are used to evaluate team performance?
		- When and how is individual performance within the team evaluated? Self/peer evaluation?
		- What forms are used to evaluate individual performance?
		- What do you need to tell students about the impact of peer evaluation?
	+ When will students receive their team grades(s)?

6. **Plan B** for low enrollment.

* + Can this be done if there is low enrollment?
		- If not, is the project done individually?
		- How can the plan be modified for low enrollment?