**MGT 4720 – Team Assignments**

**Coordination, Facilitation, and Hospitality**

This team enhances student learning by helping everyone **be** **prepared** (understand what to expect for each upcoming class session), **stay on track** (adhere to the schedule for each day and for the course overall), and **coordinate** (stay informed and aligned relative to what others in the class are doing). More specifically, the team sets the agenda for and facilitates each class session and manages inter-team coordination and communication. This committee is successful to the extent that everyone in the class knows what is happening when, feels empowered to proactively communicate across teams, and feels they have the time they need to accomplish their goals.

* Work with the professor to develop a schedule for classes for which students have facilitation responsibility.
* Establish and communicate the deadlines to each team for their team tasks (journal grading, service record reviews, etc.)
* Make certain that a student facilitates the agenda for class. Create a schedule every member of the class to practice facilitation skills.
* Develop initiatives that create a culture of learning and development in the class. For example, coordinate food, celebrations, or activities.
* Coordinate the preparation of room and its reassembly

**Service Excellence**

This team enhances student learning by*: 1) cultivating and reinforcing a class culture in which students are mindful of and deliberate about their own and others’ in-class participation, and 2) helping students pursue activities that will benefit their personal development.* More specifically, you are responsible for overseeing, evaluating, and providing supportive feedback on service records. These records are designed to encourage students to think proactively as well as reflectively about their own class participation and their role in affecting others’ participation. This team is successful to the extent that each individual truly and fully participates in this class.

* Each class, make a list of the students who are absent and email this to the professor.
* Review all service records in the class at least once every other week or so.
* Once weekly identify and spotlight someone in the class for exemplary service.
* Give feedback to all students about their progress on service – tell them what their rating would be at their current level of progress.

**List of Criteria**

* + - Variety: the student has accomplished tasks in several areas
		- Time: the student is accumulating the required time
		- Degree of initiative: each recorded activity required initiative, courage, engagement, or thoughtful effort.
* Provide classmates with information about how you are evaluating the record.
* *At the end of the term, this group should provide the professor with recommended ratings for all students on service and participation.*

**Feedback Excellence**

The Feedback Excellence team is responsible for enhancing student learning by helping students do the following: 1) build safe and open communication climates within their teams, 2) hone their communication skills, and 3) provide their teammates with substantive positive and critical (but constructive) feedback. More specifically, this involves overseeing and evaluating the quality of the feedback each student gives to his/her teammates. This team is successful to the extent that everyone in the class learns to effectively communicate their needs and preferences to their teammates, respond positively to others’ feedback, and proactively improve the viability of their teams over time.

* Provide oversight to the team member feedback process. The class schedule includes at least three opportunities for intra-team feedback during the term.
* Ensure that all written feedback is evaluated according to the criteria outlined on the team member feedback form.
* Provide the class with suggestions about how to improve the quality of their feedback to teammates.
* Provide the professor with recommended grades for all students on team member feedback, including a final recommendation at the end of the class*.*

**Class History**

This group is responsible for enhancing student learning by*: 1) cultivating and reinforcing a class culture in which students are carefully describing their experiences in the class journal, and 2) helping students be aware of how the class is has experienced the models and theories we have studied.* More specifically, you are responsible for overseeing, evaluating, and providing supportive feedback on journal entries. Journaling is designed to help students develop their descriptive observation skills while creating a record of our class development. *This committee is successful to the extent that the class history is meaningful, accurate, and interesting.*

* Recommend topics for journaling to the class.
* Each week, rate the quality of each journal entry according to the following code:

1 star: The entry is complete

2 stars: The entry is relevant to some aspect of the class

3 stars: The entry is interesting

4 stars: The entry is compelling and/or novel

5 stars: The entry is compelling and/or novel and is written well (ie. Grammatically correct, etc.)

* Encourage all class members to provide ratings of journal entries each week.
* Provide the professor with recommended ratings for all students on journaling to this point in the class. (Starting rubric 5 stars = exceptional, 4 stars = outstanding, 3 stars = good+, 2 stars = good, 1 star = poor)

**Teamwork Excellence**

*This team enhances student learning by ensuring that each team receives regular feedback on their performance as a team.* More specifically, this team manages and oversees inter-team evaluation/feedback processes. This team may also provide feedback to teams on their action plans for major team assignments. *This committee is successful to the extent that all teams understand what it takes to excel and are motivated to excel*.

* Provide teams with feedback or suggestions on their initial team contracts – especially around team accountability and norms.
* Develop, manage, and summarize the results of an evaluation that assess each team’s performance of its responsibilities. This evaluation should be administered once toward the middle of the quarter and once again at the end.
* Facilitate a feedback process any time a team presents a workshop or other presentation to the class.
* Provide a final recommendation to the professor for the team performance/workshops grade.