

# SUCCESSFUL GROUP PROJECTS



**CONNECT WITH YOUR GROUP EARLY TO EXCHANGE NUMBERS AND SET A DATE FOR A FIRST MEETING.**

**GET TO WORK! ACCEPT THE ROLE YOU ARE GIVEN, AND CARRY IT OUT AS BEST YOU CAN. REMEMBER YOU ARE ACCOUNTABLE TO OTHERS; SEEK HELP EARLY IF YOU NEED IT.**

**MEET OR CHECK IN REGULARLY TO MONITOR PROGRESS.**

**EFFECTIVE COMMUNICATION IS KEY WITH GROUP PROJECTS! COMMUNICATION IS A MATTER OF LISTENING AS MUCH AS SPEAKING; MAKE SURE THAT YOU ARE HEARING EVERYONE IN THE GROUP, AND THAT EVERYONE IS BEING HEARD BY OTHERS. AT THE SAME TIME, DON'T BE AFRAID TO CONTRIBUTE!**

**SEEK HELP WHEN THINGS GO WRONG: CONTACT YOUR PROFESSOR IF YOU HAVE ANY CONCERNS ABOUT PLAGIARISM OR ACADEMIC INTEGRITY, IF ONE PERSON DOES NOTHING AT ALL DESPITE OUTREACH FROM THE GROUP, OR IF THERE ARE SERIOUS INTERPERSONAL ISSUES WITHIN THE GROUP THAT YOU ARE UNABLE TO WORK OUT.**

**AT YOUR FIRST MEETING MAKE SURE YOU'RE ALL ON THE SAME PAGE ABOUT THE SCOPE AND DIRECTION OF THE PROJECT.**

**AT THIS MEETING, YOU SHOULD ALSO DECIDE:**

- O RESPONSIBILITIES:**
- O A TIMELINE**
- O A COMMUNICATION PLAN**

**WRITE IT DOWN! ASSIGN ONE GROUP MEMBER TO TAKE NOTES ON WHAT YOU DECIDE AT THIS FIRST MEETING, AND CIRCULATE THEM TO THE WHOLE GROUP.**

**KNOW WHEN TO TAKE THE LEAD. TAKE THE INITIATIVE TO GET THINGS DONE, BUT ALSO MAKE SURE THAT YOU ARE A GOOD FOLLOWER; ACCEPT YOUR ROLE WITHIN THE GROUP AND BE ACCOUNTABLE FOR THE JOBS YOU HAVE TAKEN ON.**

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