

Getting Deeper into Group Work...

Each time you meet in your groups someone must take one of the following roles:

President: The president's job is to keep things moving, to make sure everybody gets a chance to offer ideas, to watch the time and help set the pace, and to make sure the work gets done and proceeds smoothly.

Recorder: The recorder does just that: keeps a record of what the group does with its time. Essentially, the recorder takes notes on what the group has to say so that someone in the group – not necessarily the recorder—can present them. The recorder can decide who will present to the class at large. When group is planning a project, the recorder makes the notes the group keeps for itself or if they are to be turned in, the recorder collects them.

Reflector: Although all students are reflectors—commentators and responders to whatever the group engages in on any one day—the reflector's assigned task is to look back at the work and consider what's been accomplished and where the group needs to go. The reflector steps back, gathering up the threads of the conversation and then showing what he or she's gathered to the group. He or she may write for the group and may lead the group toward decisions, but his or her role is more of a mirror of group accomplishment than either that of the recorder or that of the president.

- These roles change each time the group meets. Each person in the group will end up being one of these roles several times over the course of the semester.
- The first order of business each time the group meets is to establish these roles.
- Each meeting, the recorder will write down on a piece of paper which person is taking which role and place the paper in the group folder at the end of the session. Who takes what role can be written on the same piece of paper the notes for the session are being written on.
- Since there are four/five in a group, not everyone will have an assigned role each meeting, but everyone is expected to make contributions to the group activity. Therefore, those without assigned roles can consider themselves **contributors**.