

Appendix 9

Sample text for tailoring and re-use

Study group guidelines

Please read these guidelines before engaging in study group related work!

The study group assignment is a collaborative or team effort where all team members contribute to the content and decisions made regarding the final written piece of work. You are expected to contribute to the collaborative study group discussion area, which will be regularly monitored by your lecturer to ensure your active participation. Study group assignments in the past have proven to be rewarding experiences for most and frustrating dilemmas for some. Bear in mind that key to a successful project is not only careful planning, effective communication, equal division of labour and sharing of responsibilities, but dependability, courtesy and thoughtfulness as well.

Be sure to keep the following in mind:

1. Go to the Study Group area of the classroom where you will find your study group name, assignment and members posted. Contact your study group members immediately via e-mail – **do not wait to be contacted!** Be sure to relate any scheduling problems to your fellow members **at this time** already.
2. Select a chairperson. The chairperson is the group leader but does **not** do most of the work. He/she a) communicates study group related problems to me, b) co-ordinates deadlines and c) is responsible for submitting the final draft to the study group conference area on time by...(week 7).
3. While emailing is convenient, remember I expect to see the bulk of communication proceedings in the collaborative study group discussion area (rough drafts, comments, analysis, decisions, etc). Should I fail to see a student participating by the end of week 6, I will contact the student via e-mail. While this is a joint effort your grade will also reflect your active and equal role in accomplishing the task.
4. Please be polite and treat each other with respect (as you all have been doing all along). Make use of each other's expertise and build on existing knowledge. Some of you may be more familiar with the library databases. Teach the others. Listen to each other. Be kind. Resort to a gentle suggestion, point out an inconsistency, never simply disregard a submission. Help each other. Never, ever rewrite another student's work without permission. Proofread each others' work, usually overworked, tired and ready for the island in the sun.

5. Realise that you must introduce your assignment to the rest of the class in the study group conference, as your group assignment is not communicated to the other groups.
6. Remember that everything that has been said about plagiarism applies to this written assignment also. If you are not sure be sure to review the plagiarism guidelines. I will not accept an assignment composed of more than 10% quotations.
7. Before you begin go to read the library's web literacy and research skills guide. This guide will help you to devise a research strategy, choose a database, learn the search features of the library, manage your results, and **evaluate** the materials you find. I expect at least five sources from the expansive library databases.
8. We have four great books already for this course: **USE THEM!**
9. You must cite your sources using...
10. Your report should be 2000 words plus reference list. You will receive a maximum of 25 points for full contribution to the collaborative report as follows:
 - Bibliography: 5 points
 - Language skills: 5 points
 - Research depth: 5 points
 - Discussion quality: 5 points
 - Analysis: 5 points.

This study group assignment counts 10% towards your final grade.

(Originally written for modules delivered for University of Maryland University College, UMUC, USA.)