

## GROUP HOMEWORK ROLES

This document is quoted, with slight modifications, from the Student Guide at <http://www.math.lsa.umich.edu/courses/sg/#roles>.

During this course, you will have to do a significant amount of group work. This type of work is beneficial for students in all disciplines, but especially for those in the worlds of business and finance, which frequently require teamwork on projects.

Groups should consist of no fewer than three, and no more than five, people. Each member of the group has an important role. These roles are to be rotated each week, so that everyone has the opportunity to try each one. The roles are the **scribe**, the **clarifier**, the **reporter**, and the **manager**.

**Scribe:** The scribe is responsible for writing up the single, final version of the homework to be handed in. This is the **only** set of solutions that will be accepted or graded. Each member of the group who works with the group will receive the same grade. Students who do **not** participate will receive a **0**. Solutions should be complete, and include work and explanations, not just a formula.

**Clarifier:** During group meetings, the clarifier assists the group by paraphrasing the ideas presented by other group members, e.g., “Let me make sure I understand, the graph goes up . . .”. The clarifier is responsible for making sure that everyone in the group understands the solutions to the problems and is prepared to present the problems to the class if the team is called on. If your group has **five** members, then you may want to have **two** clarifiers.

**Reporter:** The reporter writes a record of how the homework sessions went, how long the team met, and what difficulties or successes the team may have had (with math or otherwise). If there is disagreement about the solution of a problem, the reporter should present sketches of alternate solutions and explain the difference of opinion. The report should list the members of the team who attended each out-of-class session, and their roles. The report **must** be on a separate sheet of paper, and **must** be the first page of your solution. A sample report form, ready to be filled in, is available at

<http://faculty.tcu.edu/lspice/Classes/10283/F2012/handouts/Report.doc>

(or at

<http://faculty.tcu.edu/lspice/Classes/10283/F2012/handouts/Report.pdf> for a printable but non-fillable PDF, if you have trouble with DOC).

**Manager:** The manager is responsible for arranging and running the meetings. If the group has only three members, or if one of the members cannot attend, then the manager should also take one of the other roles. When the homework is returned, the manager sees that it is photocopied and distributed so that everyone has a copy of the corrected problems.