

## Cooperative Learning and Group Dynamic Resources

Below are some suggestions for how to make the best use of groups during the internship:

- 1.) **Define Roles:** Clearly defined roles will help alleviate any confusion when it comes to task completion. Since you will have no prior knowledge of the interns, you may find the best value in a random assignment of roles at first. You can then gauge the student performance and refine the roles as the project(s) go on. *See the table below for one example.*
- 2.) **Promote teamwork and communication:** Although inherent in “groups” is the understanding that students will be working together, do not be afraid to over communicate the value of teamwork and positive communication. Regardless of the outcome of the project(s), you have an opportunity to build skills in the area of teamwork and accountability that rarely come along for our young people.
- 3.) **Rotate Roles:** If your project repeats itself weekly, and the students have an opportunity to practice various roles within a group, we encourage you to allow students to try the different positions within the team. *See the table on page 2 for one example.*
- 4.) **Provide an Outline for Group Norms/Expectations:** Share with your interns what your organization’s group work and norms look like. Artifacts like meeting agendas can speak to your organization’s values, and give a structure for the way students conduct their group work away from your supervision.
- 5.) **Be Flexible and Seek Teachable Moments:** Sometimes the most valuable lessons learned are those that you never plan for. Cooperative learning often leads to amazing opportunities for teachable moments. Embrace the challenges and give honest and consistent feedback.

### EXAMPLE - Define Roles:

Role	Definition
<b>Leader</b>	Communicates plan, objectives, and expectations. Responsible for producing content.
<b>Organizer</b>	Sets calendar events, Zoom calls, meeting agendas, and communicates with the team often.
<b>IT</b>	Responsible for ensuring that technology needs are met, that resources are available.
<b>Harmonizer</b>	Stay on top of the group to make sure that everyone understands their role and responsibility. Make sure productivity stays high by planning fun things and/or sending encouraging messages.
<b>Editor</b>	Ensures that deliverables meet the standard as explained at the beginning of the project.

**Note:** In addition to filling the duties of these specific roles, all members are responsible for content production. When one role’s task or duties are finished, and there is still work to be done, team members will assist their teammates.

**EXAMPLE - Rotate Roles Schedule/Plan:**

Group Member	Week 1	Week 2	Week 3	Week 4	Week 5
	Weekly Role	Weekly Role	Weekly Role	Weekly Role	Weekly Role
<b>Member 1</b>	Leader & Content Producer	Organizer	IT	Harmonizer	Editor
<b>Member 2</b>	Editor	Leader & Content Producer	Organizer	IT	Harmonizer
<b>Member 3</b>	Harmonizer	Editor	Leader & Content Producer	Organizer	IT
<b>Member 4</b>	IT	Harmonizer	Editor	Leader & Content Producer	Organizer
<b>Member 5</b>	Organizer	IT	Harmonizer	Editor	Leader & Content Producer

[Spreadsheet version linked here](#)