

Characteristics of Effective Collaboration

In many cases, group work is not collaborative. Young people may assign individual tasks and only come together at the end of the process when sharing their final products. Collaborative technology facilitates group work by providing an area for students to create as well as discuss.

As you design your unit, consider whether you've built into the assignment the opportunity for collaboration. Use the following characteristics of effective collaboration as a guide.

Contribution to Process

- Actively works toward setting and meeting group goals
- Works to divide tasks equitably and fairly
- Performs duties associated with assigned roles
- Assists others who express a need for help
- Volunteers assistance to the group
- Participates in team meetings
- Is punctual and works within the timeline established by the group.
- Completes tasks and participates in discussions without needing to be reminded

Contribution to Project

- Identifies and shares new ideas
- Gathers, organizes, and shares relevant information
- Expresses opinions regarding project
- Expands the work of others
- Connects to the work of others
- Provides examples to extend the work of others
- Identifies need to edit work or change directions
- Helps other make connects or see the "big picture"
- Encourages others to contribute
- Defends contributions

Contribution to Group

- Listens to team members
- Is empathetic to the feelings of group members
- Acknowledges all viewpoints
- Speaks up to clarify peer statements
- Contributes new perspectives to the group
- Commends the good work of group members
- Offers constructive criticism of group members
- Encourages ongoing evaluation of group collaboration
- Facilitates group consensus or decision making process
- Involves all members in the group
- Promotes a positive atmosphere for group work
- Refrains from dominating discussions