

American Studies Group Work Log

Project Name:

Team #:

Insert Team Selfie Here:

Section 1: Required Contact Information (Signature indicates agreement with contract)

Name	Email Address	Phone	Signature

Group Norms/Rules (Agree on 4 and write them below.)

- 1.
- 2.
- 3.
- 4.

Group Goals (Choose 1 Oral Communication goal AND 1 Agency goal from the list.)

Oral Communication

- We will communicate our ideas clearly and often.
- We will ask each other thoughtful and challenging questions.
- We will invite quiet group members to participate in the group conversation.
- We will actively listen to all group members' points of view and perspectives.
- We will calmly discuss group problems, brainstorm ideas and help come to a solution.

Agency

- We will identify and use our setbacks and failures to help us grow and improve.
- We will use a variety of resources to help us complete our benchmarks.
- We will seek feedback from teachers and our peers to improve our work.

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Oral Communication Group Goal:

Agency Group Goal:

List 2 ways you will work towards achieving your group goal.

1. (Oral Communication)

2. (Agency)

Group Goal Revisit & Reflection

[illegible]

Intervention Tracking

Date	Name	Reason	Next Steps	Teacher Signature

Ask questions <ul style="list-style-type: none"> Ask questions to get your group member involved. Ask: <ul style="list-style-type: none"> <i>What do you think we should do?</i> <i>What seems really important to do?</i> <i>What are you working on at the moment?</i> <i>What would you like to help us work on right now?</i> 	Use structures that ensure everyone has a voice <ul style="list-style-type: none"> Use a Round-Robin format to ensure everyone has a chance to speak. Use voting to ensure everyone has input. Ask everyone to rate (an idea, etc.) from fist (no, don't agree, stop) to five (yep, totally on board). 	Build trust and respect <ul style="list-style-type: none"> Start team meetings with check-ins- ask, "What's on top?" or other questions to get the team sharing and learning more about each other. Check in on a (respectful) personal level frequently.
Have a problem solving conversation <ul style="list-style-type: none"> Have a problem solving conversation with your peer. Ask: <ul style="list-style-type: none"> <i>It appears that you might be having trouble doing</i> <i>How can I help? How can you help yourself?</i> 	Review an individual task management log with your peer <ul style="list-style-type: none"> Offer to sit down with your peer and review their task management log. Ask questions like, "Do you know exactly what you need to do? How can you keep yourself on track?" 	Have a (respectful) challenging conversation with the student <ul style="list-style-type: none"> Use <i>When you... I feel... because...</i> statements. Use <i>positive, concrete requests</i> to clarify exactly what is needed from your peer.

Positive Contributions Tracking

Date	Name	Reason