**Rules of Engagement for Productive Group Work**

**Developed Collaboratively by Students in the SMILE Program**

**June 10, 2010**

**Facilitated by Dr Saundra McGuire**

1. **Spread the workload around.**
2. **Be dependable. (Share cell phone numbers for easy contact.)**
3. **Carry your own weight.**
4. **Communicate, communicate, communicate!**
5. **Be flexible and compromise. (But this will work only if #2 & #3 are taken seriously by all group members!)**
6. **Respect all ideas. (Remember that the idea that the world is round seemed crazy at first!)**
7. **Provide constructive criticism, not negativity.**
8. **Have confidence in your group members (This will be appropriate *only* if #2 & #3 are taken seriously by all group members!)**
9. **Play to people’s strengths. (But remember to allow members to grow beyond their comfort zone)**
10. **Remember “mind over matter”. (You can WILL yourself to be productive when your body wants to resist!)**
11. **Don’t take things personally. (Comments aren’t meant to undermine you, but to make the group project better!)**
12. **Be creative. (Use metacognition to think outside the box!)**
13. **Add to and/or amend these rules if necessary.**
14. **Don’t forget to have fun!!! (Dr. McGuire added 13 and 14 after the collaborative session, but they can be removed if the undergrads don’t concur.) ☺**