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| **Effective collaboration in group assignments** Watch clip: [click here](https://vimeo.com/659592392) | |  | |
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| **Practicalities** | | |
| **Course** | *Your answer here* | |
| **Assignment** | *Your answer here* | |
| **Group members** | *Your answer here* | |
| **Intermediate deadline(s)** | *Your answer here* | |
| **Final assignment deadline** | *Your answer here* | |

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| **Agreements** |
| **Discuss the assignment instructions:**  Are they clear? How do you deal with unclarities?  *Your answer here*  Do all group members interpret them in a similar way?  *Your answer here*  What are the most difficult parts?  *Your answer here* Which aspects require most of your time?  *Your answer here* |
| **Discuss and describe your level of ambition:**  Do you aim for the best result possible, do you aim for a pass, or for a different goal? *Your answer here*  How do you deal with different levels of ambition between group members?  *You answer here* |
| Discuss and describe which intermediate deadlines you need to set for your group, and how you will deal with group members that do not meet these deadlines  *Your answer here* |
| Discuss how often and where you will meet (e.g. on campus, Teams), and how you will deal with group members that do not show up at meetings  *Your answer here* |

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| **Group roles** |
| For each group member, reflect on individual strengths and weaknesses: Which talents do you have that can be used for this assignment, and which skills could you develop with this assignment?  *Your answer here* |
| **Who is responsible for…**   * Chairing group meetings and keeping an eye on the process and progress?   *Your answer here*   * Keeping time: Reminding group members of the deadlines and work that needs to be done?   *Your answer here*   * Checking the assignment for completeness, spelling etc. and/or making other group members responsible for these aspects of their work   *Your answer here* |

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| **Schedule/task division** |
| Describe the responsibilities of each group member within the project  *Your answer here* |

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|  | **Contact and feedback**  Programme Committee Communication Science  [oc-cw-fmg@uva.nl](mailto:s.h.j.jacobs@uva.nl) |