

Team Roles

In order to give attention to the learning and working process, there are four roles that must be filled in each team activity. Teams should rotate these roles weekly so that each member gains experience with each role.

Team Captain - Performs the Spokesperson/Planner role in a 3 person team.

- Keeps the group on task and makes sure everyone is having fun;
- Ensures that the group accomplishes the task within the allotted time;
- Encourages full participation by each group member;
- Ensures that all team members can articulate what has been learned;
- Ensures that the other group members perform within their roles;
- Represents the group in all interactions with the instructor.

Recorder

- Records team roles and instructions at beginning of activity;
- Takes notes of important points which come up during the activity;
- Ensures her words accurately reflect team consensus. Checks wording with the team when necessary;
- Prepares a written report of the team's decisions and discoveries during each activity (handed in each class).

Reflector

- Watches group process: what is going well, what is needs improvement, what can be done to improve the process (use constructive criticism);
- Writes down and reports orally her observations to the group when needed to help make the work go forward and help the group to function better;
- Prepares a written report and checks it out with the team during the end-of-class assessment period. This will include:
 - Role, strength and area for improvement of each team member;
 - Greatest strength of the team as a whole, two areas most in need of improvement, actions to improve performance and two insights about the team's performance;
- Reminds the team leader of her duties if necessary.

Spokesperson/Technology Specialist/Planner

- Comes up with a plan for accomplishing the team task.
- Retrieves information from various sources (computer, text, manuals...).
- Encourages risk-taking and critical thinking.
- Synthesizes other members' directions and reports results.
- Gives the team report orally at the end of the activity.

Note that all team members must fully participate in the learning exercise while performing their roles. All must really want the team to succeed.

PERFORMANCE CRITERIA FOR TEAM ROLES

Team Captain

1. Keep the process enjoyable and rewarding;
2. Keep all team members performing within roles;
3. Keep the team focussed;
4. Keep all team members involved in the problem-solving process;
5. Ensure that all team members can articulate what has been learned;
6. Time management;
7. Stress management;
8. Active learner and contributor;
9. Overall team performance;
10. Plan time for various tasks;
11. Set up meeting times and places, meeting length, deadlines;
12. Act as the objective internal mediator when interpersonal conflicts arise;

Recorder

1. Record names and team roles at beginning of class;
2. Record instructions at beginning of task;
3. Quality of listening and recording skills;
4. Legibly document the process, group decisions, and discoveries in the Reporter's Journal;
5. Active learner and contributor;
6. Ability to control information flow;
7. Ability to rearticulate concepts in alternative forms;
8. Ability to integrate and synthesize multiple ideas;
9. Ability to diagram and draw pictures;
10. Create and communicate algorithms;
11. Prepare the report for handing in at end of class;

Reflector

1. Ability to rephrase or reframe evaluations into constructive criticism;
2. Observation skills;
3. Reports strength, area for improvement, and insight in the Reflector's Journals;
4. Provide information about group interactions and process;
5. Active learner and contributor;
6. Intervene with observations about the process and strategies for change;
7. Remind team leader of duties;
8. Acquires sufficient evidence of behaviors and documentation to permit fair judgements to be made in the event of mediation and conflict resolution.

Spokesperson/Technology Specialist/Planner

1. Listening and communication skills;
2. Observation skills;
3. Experimental skills;
4. Retrieving information from various sources;
5. Active learner and contributor;
6. Planning and management skills;
7. Critical thinking;
8. Collaborating;
9. Synthesizing;
10. Risk taking;
11. Computer skills;
12. Giving oral reports;