THINGS TO DO DURING CLASS WHEN FORMING GROUPS

1. Form groups of four whenever possible.

2. Exchange names, e-mail account (if applicable), and phone numbers with your group members.

3. Choose a group name: the most original and/or wittiest receives a bag of M&M's. A positive attitude regarding mathematics and statistics is encouraged. (e.g. "Math Phobics" is NOT a witty or positive group name.)

4. Expect to spend approximately four hours on each project. Schedule four hours of meeting times for each week during the quarter. If possible, schedule the meetings in 1-2 hour blocks as opposed to one four hour block. The meetings can be canceled for those weeks when no project is due.

5. Please hand in a copy of the information above (names of group members, e-mail addresses, phone numbers, group name, and meeting times) to your professor.

GUIDELINES FOR GROUP PROJECTS

1. Groups should make every effort to have all members present at each scheduled meeting. It is your responsibility to notify every group member if an emergency arises and you are unable to make a meeting.

2. It is expected that every person in the group is able to justify and explain all parts of the project. On the due date of each project, a random member of the class will be called upon to briefly summarize their group's results. Be prepared for this. In addition, each exam will contain one or more questions from the projects.

3. Each group member will be asked to sign a statement of oath attesting to their involvement in the completion of each project. Under no circumstances should a group member sign this oath if he/she has not participated in the specific project. If a group member is unable to participate in a particular project, please notify the group members and see the instructor prior to the due date of the project for alternatives. With advance notification, it is possible for an individual person to hand in a project.

4. When working in groups, be courteous and respectful of other members. Be sure to listen to all points of view before drawing conclusions. The majority may be wrong.

5. Try to work out all differences and problems within the group. If for some reason your group is not functioning well and unable to resolve the conflict on its own, please set up a meeting time with the professor and the group to discuss your problems.

6. During the completion of the project, have one group member (rotate this duty for each assignment) keep a log of the activity of the project. With each assignment, a Project Log form will accompany each submission. This form will not contain any identifying information. I will merely record its submission in the grade book. Recall that the information contained in the Project Log will not be read by the instructor until after the completion of the semester.