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 INSTRUCTIONS FOR TEAMWORK

THE FOUNDATIONS:

1. **POSSIBIITY**: How can you make a difference on your team, in your own work and life? What is possible?

2. **This method uses Permanent Teams, a rotating Team Leader and the use of social media and group chats to facilitate teams as support:** Create real relationships with the members of your team. Learn to support and ask for support from those on your team. When the team is really connected and you take responsibility for one another, you will have more fun and greater achievement of your goals.

3. **Leadership:** Teams will have a rotating Team Leader. In this way, everyone gets to be responsible for their team. It is meaningful and creative to be responsible for others. It means being sensitive to others, being on top of your own work and life, and being willing to think outside the box and take a risk.

4. **Breakdowns and breakthroughs:** A “breakdown” is when something does not work out. In class, this can mean a disappointing grade on a quiz. At home, it can mean the breakdown of the washing machine or a fight with your brother. In world affairs, it can mean the breakdown of an important treaty. Whenever there is a breakdown, ask yourself what opportunity has been created by the breakdown. Each breakdown has the power to create a *breakthrough*. You may finally learn how to study more effectively after the poor grade on your quiz. You may buy a new washing machine to replace the old model. You may learn a great deal about yourself when you listen to your brother and understand the issues underlying your fight. A broken treaty makes possible the writing of a new and better treaty.

Learn to see breakdowns as opportunities. Learn to create *breakthroughs.*

5. **Results:** The stronger the team and the stronger the relationships within the team, the stronger your results and academic performance. And it’s a lot more fun!

CLASSROOM DESIGN

1. **Permanent teams:** You will sit in a circle with your team for most classes. You will have team discussions on issues we are studying, team quizzes, and graded team presentations.

2**. Team Name and Manifesto:** Like sports teams, teams will create a team name. Teams will also write and hand in to me a Team Manifesto in which team members articulate what they want to achieve by the end of this course. At the middle and end of the course, you will review the Team Manifesto and reflect on what possibilities have actually been created and what has not yet been achieved by the team.

3. **Rotating Team Leader.** The Team Leader position rotates alphabetically by first name so you will always know when it will be your turn to be team leader. It is your job to support your Team Leader so that your Team Leader is an amazing leader!

4. **Possibility:** When you are Team Leader, you will hand in your typed “Team Possibility” on the first day of the week of your leadership (usually on a Monday). What can you do in the course of the week of your leadership to make your team stronger, to help out a member who may be struggling, to foster relationship within the team, to support better attendance and timeliness? The “Possibility” in only three or four sentences, but it is really about your vision for your team. It is ambitious!

5. **Team Leader Report**: You will hand in a “Team Leader Report” on the first day of class that follows that week of your leadership. The report will assess the how the team is doing (strengths and weaknesses) and include the creative interventions (actions taken) you have taken in your effort to realize the “Possibility” you created for your team at the beginning of the week of your leadership.

6. **Team Secretary**: Team Secretary is a permanent position for the duration of the semester. Team secretary will keep official track of team scores on team quizzes and presentations, of log assignments and of due dates for the team. Team secretary is the go-to person when double checking an assignment and making up an assignment missed. The critical goal of the team secretary is accuracy, especially when it comes to assignments.

 WHAT DOES SUPPORT LOOK LIKE?

1. **Contact Information and Group Chat:** you will share contact information with the members of your team. This will allow the team to set up a group chat.

2. **Relatedness:** what do you have to do to get related to others on your team? Relatedness to others on your team will eventually benefit and empower you.

2. **Group Chat:** This is a key tool of your teamwork. The group chat allows teams to be in communication. If you are absent or will be late, let your team know so they can tell me! If someone is absent, the Team Leader will send them the assignment on the chat. The “Chat” allows you to get clarification of an assignment if it was not clear and to help one another and discuss class materials. It allows you to get better related to one another, to share things happening in your lives, and even humor! One team in a class I taught used their chat to set up regular lunch meetings where the team went over class materials together! If you are absent, you will always be told the assignment via the chat.

3. **Absence, lateness, incomplete work:** These issues can be very destructive to the achievement of the student in the course of the semester. I have seen teams made a great difference in all three of these issues. Be sensitive to where someone is struggling and find ways to support them. If you are struggling, learn how to request help. Sometimes, this can be hard. But it can also make all the difference. As individuals, we all have *breakdowns* constantly. This is life. Turning your breakdown into a *breakthrough,* this is genius!