How to Work on a College Group Project

- **Set Roles and Goals Early**
  - Decide who is doing what (i.e., research, writing, presenting, etc.)
  - Set deadlines for each step in the group project process
  - Exchange phone numbers and email addresses
  - Discuss group expectations

- **Allow a Time Cushion at the End of Your Schedule**
  - If the project is due on the 10th of the month, aim to have the project done by 5th or 7th. This gives you time to edit items (if needed), gives a cushion if someone is sick, or prevent major stress the night before.

- **Arrange for Periodic Check-Ins and Updates**
  - Arrange to meet as a group every other week to update each other, discuss how the project is going, or even work on things together.

- **Allow Time for Someone to Check the Final Project**
  - Have someone review it! Working on a group project has so many parts that it can be easy to miss something.
    - Ask the Writing Center, another group in class, or your instructor to review your final project before you turn it in.

- **Talk to your Instructor if Someone Isn't Pitching In**
  - You might feel awkward, but it's OK for your instructor to know what isn't or is happening.
  - If you check-in midway through the project, your instructor might be able to give you advice to move forward.

Reference

Lucier, K. L. (2017). How to work on a college group project. *ThoughtCo.* Retrieved from: https://www.thoughtco.com/work-on-college-group-project-793287

Group Project Working Guide

Group Member's Name	Phone Numbers & Email Addresses	Roles & Responsibilities

Tasks for Project	Deadlines for Tasks

Group's Expectations

Check-In Date	What Must be Accomplished	Notes