Assignment #1: Pre-Reflection and Norms

**Pre-Reflection Directions:** Before beginning this assignment, we’d like you think about what you want to get out of it and consider what you will need to do, in order to have a successful time working with your partner. Please answer the following questions in your notebook. Title the page Assignment #1: Pre-Reflection.

1. The goal of this assignment is to walk in the shoes of a stranger. Describe how you feel you will do with this goal. Will it be easy? difficult? challenging? Think about what you know about yourself and how you interact with other people.
2. You will be collaborating online with your partner using Google Docs. What do you see as the pros and cons of this type of interaction?
3. Would you be willing/able to collaborate with your partner outside of the provided class time? For example, would you be willing/able to email, text, or use your Google Doc to communicate in-between designated work time in class? What would this look like for you?
4. What makes you nervous, excited, apprehensive (or another verb you see as fitting), about this project? Explain.
5. How will you feel if your partner is VERY different from you? How will you work together if you are not similar?
6. What are your personal hopes and expectations for this collaborative work?
7. What will you need to do in order for you to be successful?

**Partner Norms Directions:** You are being asked to work with a stranger from another school. There are many challenges you will face as you take on this project. A set of norms, agreed upon expectations, will help both you and your partner to be successful. Use the word SHOES to draft norms you are willing and able to abide by, which will help you and your partner be successful. You can use the Teamwork handout if you need some guidance or ideas.

Example: S-says what they think in a thoughtful way; O-offers helpful ideas

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**Teamwork Guidelines**
The success or failure of business projects often depends on how well teams work together. Here is a concise summary of what makes teams work.

- All roles including leadership will be clear (roles may vary from meeting to meeting)
- Norms are set and agreed to (who, what, how, when, where)
- Objectives are set and communicated – stick to the agenda
- Individual members work to keep the meetings on track
- No criticism – evaluations are positive
- Practice active listening
- Courtesy is the byword

### Ineffective Teams:

- Focus on the individual
- Argue
- Get off track
- Criticize
- Reject new ideas
- Are dominated by individuals
- Wing it
- Get personal
- Have winners and losers
- Carry old baggage – dwell in the past
- Value the individual
- Make your point
- Talk

### Effective Teams:

- Focus on the Team
- Debate
- Stay on track
- Evaluate in a positive manner
- Consider new ideas
- Share the floor
- Set team guidelines & norms
- Look out for each other
- Share success – everyone wins
- Build new success every day
- Value the individual and the team
- Share views
- Listen

http://www.positive-way.com/business/teamwork_guidelines.htm?