

Spring 2015

## Week One: Syllabus Activity

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## Directions for Manager

### *Syllabus Introduction*

Today you are the **Manager (M)** of your group. As Manager, your role is to supervise your group, keep everyone on task, and complete tasks in a timely manner. The materials and report forms you will need are in the folder. Your first job as Manager is to assign jobs to each of the other members of your TEAM by handing them the appropriate ROLE CARD and Report Form. Roles will rotate each session. If you are missing a group member, it is your job to assume the absent member's task yourself, assign it to another group member, or divide the task between multiple group members. If you need assistance making a decision, you may consult with the Learning Facilitator. Follow each of the instructions IN ORDER – no skipping over or going ahead. Doing so will jeopardize your points for the day.

#### Task 1: Role Assignment

- **E** is the **Recorder**; hand this person the Task Card and the **blue-colored Recorder's Report**.
- **A** is the **Strategy Analyst**. The Strategy Analyst is responsible for filling out the **yellow-colored Strategy Analyst's Report**. As you hand the report form and Task Card to A, instruct her/him NOT TO FILL IT IN until the discussion and *Recorder's Report* are completed.
- **T** will be the **Presenter**. Hand him/her the Task Card only. This role is utilized when your TEAM is asked to report finding to the class. The Presenter may also be asked to write on the board.
- Once Report Forms and Role Cards are handed out, ask the **Recorder** to write everyone's name on the *Recorder's Report* form.
- Before moving on, ensure that everyone on your TEAM understands his/her role. As the Manager, you may ask questions of the Learning Facilitator (instructor) if role clarification is needed. This should take a **maximum of 3-4 minutes**. When you are done, you may move on to Task 2.

#### Task 2: Syllabus Review

- Ask members of your TEAM to get out their copy of the syllabus they brought to the session. If someone does not have a syllabus, there are two extra syllabi in the folder. If you need more, ask the Learning Facilitator for more copies. Proceed when everyone has a copy of the syllabus.
- Allow **2-3 minutes** for TEAM members to read/review their assigned syllabus page(s)—assignments are paper clipped to the appropriate Task Card—and to briefly look through the remainder of the syllabus. When everyone is done, address the questions on the blue record sheet. Although everyone on the TEAM offer answers, **only the Recorder is to record the group answers** on the blue *Recorder's Report* form. These represent your group's answers and this is where your group points will come from. Only the **Manager** may ask questions of the Learning Facilitator, and only once the group has discussed the question(s) among themselves.
- Once you are satisfied with the discussion and answers, each TEAM member will sign the *Commitment to Learning* form. When everyone has signed the form, the **Manager** will raise her/his hand and inform the Learning Facilitator. The **Strategy Analyst** should begin to complete the *Strategy Analyst's Report* at this time—without input from other TEAM members.

#### Task 3: The Debrief

- The **Reporter** will use the *Recorder's Report* to report the TEAM's ideas to the class.
- **After the debrief**, collect all the materials, put them in the TEAM folder, and return the folder to the Learning Facilitator.

## Recorder's Report

*What to Do:* The Recorder fills out each area below and is responsible for your TEAM's answers. This report is to be turned in with your folder at the end of each class. Roles will rotate.

Today's Topic \_\_\_\_\_ Date \_\_\_\_\_  
Manager \_\_\_\_\_ Recorder \_\_\_\_\_  
Presenter \_\_\_\_\_ Strategy Analyst \_\_\_\_\_

### Syllabus Review Questions

What four learning tasks or assignment will be completed during the *Teaching Academy* series?

What book will we be reading? How much does it cost?

Where can you find links to PPTs, articles, and websites related to the topic of each session?

What is the name of the "course" where the above materials can be found?

If you were a student and concerned with a grade, what should you do to appeal it?

Of the books listed in the Bibliography, which title(s) are of most interest to members of your TEAM?

If you are not getting as much out the *Teaching Academy* as you think you should, what can you do?

Where can you find a schedule detailing session topics and assignment due dates?

**Did you find what you expected? Were you surprised by anything? Any extra items or omissions?**

**What would Susan think of this syllabus? Robert? Explain.**

**Could this activity work in your target courses? Why or why not?**

**We are still unsure about . . .**

## Strategy Analyst's Report

**What to Do:** Once your TEAM has discussed the questions and the Recorder has recorder your answers, the Strategy Analyst fills out each area below. This report is to be turned in with your folder at the end of each class. Roles will rotate.

### Homework:

Each TEAM member completed the homework assignment (i.e., brought the Syllabus) Yes No  
Who did NOT have the homework?

### Reflection on Learning:

What question(s) remain in your mind (NOT your TEAM/s mind)? Is anything still unclear to you?

### Assessment of Understanding:

Based on your careful observations, did everyone on your TEAM understand the materials in the syllabus? If so, explain how your TEAM assured that everyone understood. If not, explain what your TEAM needs to do to assure that everyone understands the material.

### Assessment of Collaborative Effort:

*Use the following scale to assess your TEAM's ability to work together:*

5 = excellent collaboration    4 = satisfactory collaboration    3 = one member did not collaborate fully  
2 = two members did not collaborate    1 = little or no collaboration

As a TEAM we . . .

- \_\_\_\_\_ demonstrated a positive attitude towards each other and the task
- \_\_\_\_\_ completed our task on time and in a manner that allowed everyone to understand the materials.
- \_\_\_\_\_ worked through disagreements in a professional manner.
- \_\_\_\_\_ did not socialize, get off topic, or use any form of social media.

Briefly explain your rational for the scores you gave.

### Learning Facilitator's Feedback:

*Note:* This is where the instructor provides feedback to the TEAM.

Learning Facilitator Validation \_\_\_\_\_ TEAM Grade\*: \_\_\_\_\_

\*Note: Scores may vary for individuals based on Learning Facilitator's observations.

### **Presenter (T) Role Card**

1. Assist recorder as needed
2. Present group findings when called upon
3. Write group answers on board if required
4. Assist in keeping the group motivated
5. May act as SPY when directed

#### **You are the Syllabus page 1 Expert:**

- What four learning tasks or assignments will you complete during the series?
- What two things does the series focus on?
- What is the goal of the *Teaching Academy*? How many course learning objectives are there?
- What book will we be reading? How much does it cost?

**RETURN THIS CARD TO THE MANAGER**

### **Recorder (E) Role Card**

1. Record names & roles of TEAM members
2. Record group answers on record sheet
3. Complete the *Recorder's Report*:
  - a. Syllabus Review Questions
  - b. Something the group learned
  - c. Unanswered questions

#### **You are the Syllabus page 2 Expert:**

- Where can you find links to PPTs, articles, and websites related to the topic for each session?
- What is the name of the “course” where the above materials can be found?
- If you were a student, would attendance be required? Explain.
- If you were a student, what grading standards would be used?

**RETURN THIS CARD TO THE MANAGER**

### **Strategy Analyst (A) Role Card**

1. Observe and evaluate group interaction
2. Comment on group behavior as needed
3. Record observations on *Strategy Report*
4. Report on group dynamics when called on to do so

#### **You are the Syllabus pages 3-4 Expert:**

- If you were a student, would late assignments be accepted? Explain.
- If you were a student, would it be possible for you to resubmit a major assignment?
- If you were a student and concerned with a grade, what should you do to appeal it?
- Of the books listed in the Bibliography, how many have multiple copies? Which title(s) are of most interest to you?

**RETURN THIS CARD TO THE MANAGER**

### **Manager (M) Role Card**

1. Handout folders materials as required
2. Keep group on task and **on-time**
3. Ensure everyone understands
4. Interact with the Learning Facilitator
5. Return folder and materials

#### **You are the Syllabus pages 5-6 Expert:**

- In your opinion, are the *Teaching Academy* objectives on page 1 properly linked to the CT2 Program Objectives?
- If you are not getting as much out the Teaching Academy series as you think you should, what can you do?
- Where can you find a schedule detailing session topics and assignment due dates?
- What should you do to prepare for next week's (Week 2) session?

**RETURN THIS CARD TO THE MANAGER**

### **Commitment to Learning in the Teaching Academy**

I \_\_\_\_\_ have read and understand the *Teaching Academy* Syllabus. I have been given the opportunity to ask questions about assignments, exams, and other course expectations/requirement and have no additional questions. I understand that it is necessary for me to participate collaboratively in TEAM activities, and become an active participant in my own learning.

I also agree to abide by the standards and expectations as stated in the Syllabus, including ethical standards and the Georgia Southern policy on Academic Honest: *I will be academically honest in all of my course work and will not tolerate the academic dishonesty of others.* I understand that in order to be successful in this course, I must (1) attend class, (2) participate actively in class activities and (3) complete assignments on time—no excuses.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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Signed \_\_\_\_\_ Date \_\_\_\_\_

## Directions for Creating TEAM Folders

### Duplicate ONE per TEAM:

- Role Cards – card stock, cut into quarters
- Directions for Manager
- Recorder's Report – blue paper
- Strategy Analyst's Report – yellow paper
- Commitment to Learning in the Teaching Academy – cut into four forms
- Teaching Academy Syllabus – stapled, TWO per team

### Assembling the Folders:

1. Paper clip the role cards on the top of the appropriate form where appropriate:
  - **Manager** – **M** role card & *Directions for Manager*.
  - **Reporter** – **T** role card
  - **Recorder** – **E** role card & blue *Recorder's Report*
  - **Strategy Analyst** – **A** role card & yellow *Strategy Analyst's Report*
2. Place the (1) Manager's materials, (2) *Commitment to Learning in the Teaching Academy* forms, and (3) the two syllabi in the left-hand pocket. Place the materials for other TEAM members in the right-hand pocket.