

ESP 178 Applied Research Methods

Rules and Roles for In-Class Exercises

Over the course of the quarter, we will use most class sessions for in-class exercises designed to give you hands-on experience with important elements of the research process. This hand-out describes the general requirements for these exercises. You will be graded on your participation in the exercises and the completion of your group summaries.

General guidelines

1. The class will be evenly divided into randomly created groups of three students each. For each exercise, new groups will be created.
2. Each member of each group is expected to perform a specific role for the group. The roles include facilitator, recorder, and reporter, described below.
3. The members of each group will determine who takes which role. However, each student is expected to take each role at least once over the course of the quarter.

Role descriptions

Facilitator: The job of this person is to keep the group on task. As needed, she will respectfully remind the group of the focus of the task to be completed, the time remaining to complete the task, and the specific parts of the task remaining to be completed. She is responsible for seeing that the group gets the task completed on time.

Recorder: This job requires the student to take complete written notes of the activity carried out by the group. The recorder must legibly record each aspect of the task considered and the contributions of each of the group members to the completion of the task on standard 8 ½ by 11 paper. The recorder must also note the names (first and last) of the other group members as well as their roles. These notes should be submitted to the instructor at the end of the class.

Reporter: After the task has been completed, the reporter will present a summary report of her group's work to the rest of the class. The length of the report will depend on the time available in each class but will not be longer than five minutes. The reporter may need her own set of notes as a basis for her report.

Summaries

After each exercise, the recorder must turn the summary in to the instructor. The summaries will be used as a record of attendance for the class exercises.