GUIDELINES FOR GROUP PROJECTS

When you turn in the project, three things need to be submitted:

- The main project report – this should be in the form of a report to company executives. Presentation, grammar, spelling, etc. are all extremely important (as well as the statistical accuracy of your results)
- A project log. (see #3 below)
- A signed grading sheet which indicates whether or not all group members participated adequately in the project.

The following are some guidelines for working in your groups:

1. Groups should make every effort to have all members present at each scheduled meeting. It is your responsibility to notify every group member if an emergency arises and you are unable to make a meeting.

2. It is expected that every person in the group is able to justify and explain all parts of the project. On the due date of each project, random members of the class may be called upon to briefly summarize their group's results. In addition, you may be asked to meet with the instructor as a group soon after the project is collected. All members of the group need to be prepared to answer questions about the project. In addition, the exams may contain one or more questions related to the projects.

3. A project log which includes answers to the following six questions must be submitted with your final draft of the project.
   1. Approximately how long did it take to complete the project?
   2. List all meetings that your group had, including the time, location, and a list of members present for each meeting.
   3. What parts or sections of the project were the most difficult to complete? What were the difficulties with that part of the project?
   4. Was any part of the directions for the project unclear?
   5. Did the project help to reinforce the material covered in class?
   6. Include any other information you think the instructor should know.

   Your answers to these questions will not affect your grade, but they must be completed in order for your project to be graded.

4. Each team member will be asked to sign an oath attesting to their involvement in the completion of each project. Under no circumstances should a team member sign this oath if he/she has not participated in the specific project. Any absences from group meetings or failure to fully participate in those meetings must be noted along with the oath. If for some reason a team member is unable to participate in a particular project with the group, please notify all other team members and see Dr. Gill prior to the due
date of the project for alternatives. With arrangements made in advance, it might be possible for an individual person to hand in a project.

5. When working in groups, be courteous and respectful of other members. Be sure to listen to all points of view before drawing conclusions. The majority may be wrong. In fact, one of the main reasons for working in groups is so that multiple perspectives will be heard. Your final project can be strengthened quite a bit by directly addressing other perspectives on the issue and clearly arguing why your conclusion is better than the other possibilities.

6. Try to work out all differences and problems within the group. If for some reason your group is not functioning well and is unable to resolve the conflict on its own, please set up a meeting time with Dr. Gill and the group to discuss your problems.

7. Half of the grade for each project will be based on the statistical accuracy of your results, and the other half will be based on the writing and presentation of the results. Spelling, grammar, and the quality of your writing will have an impact on your grade. All graphs, charts, and tables should be clearly labeled and professional, presentation quality. Solid, clear, well-written, logical arguments and explanations must be provided to support all of your conclusions.

8. The projects will require substantial time spent together with your team. Do not wait until the day before the project is due to begin the assignment.

9. The project deadline will be strictly adhered to. No excuses for not completing a project on time will be accepted. A deduction of a full letter grade (10 points) per day (weekends count as one day) will result for projects turned in after 1:30 (the start of class) on the due date. Please do not use computer problems as an excuse – computers will frequently have problems, so back up your work and don’t wait until the last second to print your project – make sure that you build in enough time to deal with problems.