

Instructors Responsibility In Cooperative Learning

- 1. Determine what your objectives are and what means of collaborative learning methods you are going to use to achieve these objectives.**
- 2. Decide on group size.**

At the beginning, students may lack cooperative learning skills therefore start with groups of two or three students. As they develop, advance to groups of four.
- 3. Heterogeneous groups are most effective.**

Either select the groups randomly or hand pick the members. Mix abilities, cultural backgrounds, and sexes.
- 4. Rearrange the room so that the students are close to one another.**

The closer they are, the better they communicate.
- 5. Plan your materials such as handouts for group assignments.**

At the beginning, I only gave one assignment sheet per group. This created a "sink or swim together" message. You can also give each member a part of the material to be learned and they are to teach the group.
- 6. Assign roles to each group member.**

Students will work better together if each one has a job which contributes to the task. We can assign roles such as: Reader, Recorder, Calculator, Checker, Reporter, Materials Handler, Encourager of Participation, Praisers, and Checker for Understanding.
- 7. Explain clearly the academic task.**

Prepare the students by teaching them any material they need to know.
- 8. Create positive interdependence.**

The students must feel they need each other to complete the group task. Some ways to do this are by establishing mutual goals, joint rewards, shared materials and information, and assigned roles.

9. Create a feeling of individual responsibility.

Each student must feel responsible for learning the material and helping the group. Some ways to do this are frequent quizzing of group members picked at random, giving individual tests (have everyone in the group write the answer or work the problem and select one random paper to grade), or having the students do the work prior to class then bring it to the group for checking and explanation.

10. Encourage intergroup cooperation.

Have the groups check with and help other groups. This decreases the feeling of competition. Everyone has a common goal.

11. Make clear to the students the criteria you will be using when evaluating the group assignment.

12. State your expected behavior of the students.

Make it clear that you expect everyone to participate, contribute, help and listen to ideas of other with care.

13. Arrange face to face interaction.

Have the students put their desks facing each other, this guarantees verbal exchange and participation among the students.

14. Be available to help students having trouble with their task.

Monitoring makes sure they are headed in the correct direction with their problems. If necessary, clarify, re-teach, explain and elaborate on what they need to know. Answer their questions.

15. Circulate to see if the students understand the assignment and the material.

Give immediate feedback and reinforcement.

16. If problems occur with group interaction, suggest more efficient ways to work together.

Correct behavior, if necessary.

17. Assess how well the students work together and give them positive feedback.

18. Reinforce learning by having the groups share their answers, summarize major points in the lesson or review important facts.

19. Allow the students to comment on how the group worked, what did they do well together, and how they could improve tomorrow.