

# BBA TIP SHEET

## GROUP WORK SURVIVAL GUIDE

This information is provided to Bachelor of Business Administration (BBA) students to provide further information about topics of interest to students. For students in other programs, please speak directly to your faculty advisor for more information about how this information may pertain to your particular degree.

There will be group work required in pretty much every business course you take (yes, even in Accounting!). No matter how you feel about group work, there are ways to optimize the strength of the group and limit challenges.

- When forming your group be clear of your expectations. Not everyone is willing to put in the effort required for an A; find members who will if that is your intended grade, or find students with grade intentions that are more compatible with the amount of effort you plan to put in.
- Value all contributions/roles:
  - grammar/flow/citation checker,
  - info designer/publisher to make it look great,
  - big picture thinker for major themes/shell,
  - researcher to find evidence,
  - strong public speaker to lead the presentation.
- Make it easy for all to contribute: have some brainstorming meetings for discussion - some people need this time, even if you don't. Respect your group mates!
- Learn to use Google Drive for sharing documents, and working on them together. While you may want to do your contribution in your own document first, then add it to the group document, it is better for the group if you work on the final document together as early as possible. This lets the whole group know what parts of the assignment are near completion, makes it easier to maintain 'flow' throughout the document, and decreases the likelihood someone will contribute an unexpectedly inferior product the night before it is due.
- Communicate! Use the Clear Message Format to deliver a message without making it personal: <https://francisquenet.wordpress.com/2015/04/10/assertion-and-the-clear-message-format/>
- Social loafing happens when the task is too easy or boring. Make sure everyone has a task that engages them, and uses their talents.
- Specify mini goals and check in dates to share work done to date. This helps with accountability and gives you an earlier heads up if work is not being done. Have your final 'due date' a day to two before the actual due date to give the group time to review the document as a whole.

