Group Assignments

Students will be assigned to groups and each week your group will be responsible to complete the Assessment Activity and submit to the instructor in Blackboard by **Midnigh**t the following **Sunday**.

For each activity your group will decide on a coordinator that will be responsible for facilitating the group activity. A different team member should be the coordinator for each group activity. **All** members of the group are required to participate in these weekly assignments

The coordinator for the assignment is responsible for setting the schedule for each week.
- The schedule could consist of three deadlines:
    - The first might be the date and time for all team members to submit their initial contribution to the assignment. This date should not be any earlier than the Thursday before the assignment is due. For example, you might say, "Each team member's contribution is due by Wednesday at midnight."
    - The second is the date and time the coordinator will post the initial draft team response for comment by the members. This date probably should not be later than Friday. The coordinator should also give the time frame in which comments can be submitted. For example, you might say, "The initial draft will be posted by Friday at 10am. Team members will have until 11:59pm on Friday to submit their comments."
    - The third is the date and time that the coordinator will make the final draft available for final review together with the time that the response will be posted. For example, you might say, "The final draft will be posted on Saturday by noon. Team members have until 11:59pm to submit any final comments. Our final response will posted in Blackboard Sunday by 6pm."
- Once the schedule is set, the coordinator should provide at least notice to the team regarding any change to the schedule.

The group leader is responsible for coordinating the assignment that will be submitted to the instructor by **Midnight** the following **Sunday**.

A Sample Process for Completing a Team Activity
1. The coordinator can create a topic in the conference in the Communication -> Group Pages area for the team assignment.
2. Team members can submit their initial input to the assignment as a response to the topic.
   - They can submit their inputs as a Word file, an HTML document, or plain text.
3. The coordinator can post the initial draft of the assignment as another response to the team assignment topic.
   - The coordinator may want to email the assignment to team members just in case Blackboard goes down.
4. Team members who have comments on the initial draft can submit their comments to the team coordinator.
   - Team members who have no comments should let the coordinator know that they approve it "as is."
5. The coordinator should be responsible for proofing the final submission to ensure that it is free from grammatical, spelling or typographical errors.
   - It is important to remember that the quality of each team assignment is attributed to the coordinator of that assignment above all others on the team.
6. The coordinator should post the completed assignment to the Assignment area in Blackboard.

For example:

LP1: Business Plan is due February 4th.

The group will have the initial work submitted to the group leader by Wednesday at 11:59 pm.

The group leader will assemble the data and make any further requests due by Friday at 11:59pm.

The group leader will then provide the group with a draft of the assignment by Saturday by noon.

Each group member should review and respond by 11:59pm on Sunday.

The group leader will make revisions as needed and submit to the instructor by Midnight on Sunday February 4th.

Please complete the following schedule & return to me no later than February 3, 2011

Schedule of Group Activities		
Activity	Due Date	Assigned Coordinator
LP1| Business Plan	February 11	
LP1| Mission Statement	February 11	
LP2| Management	February 18	
LP3| Culture	February 25	
LP4| Entrepreneur	March 4	
LP5| Code of Ethics	March 11	
LP6| Job Description	March 17	
LP7| Start-up	March 25	
LP8| Marketing	April 8	
LP9| Data Security	April 15	
LP10| Operations	April 22	
LP11| Break Even	April 29	
LP12| International SWOT	May 6	
LP13| eCommerce	May 13	