

## **Team work roles**

Much of our class time will be spent in teams. Each of you will have an assigned role within the team. Roles will rotate within each team, and team membership will be reset periodically as well. If you are a team of 3, then Presenter and Recorder roles will be assumed by one person.

**Manager**       Manages the team. Ensures that members are fulfilling their roles, that the assigned tasks are being accomplished on time, and that all members of the team participate in activities and understand the concepts. The Manager should be the one to ask me questions.

**Reader**         Reads each question in the activity out aloud. Readers should make sure everyone in the team hears the question. This helps keep all members of the group working at the same pace.

**Presenter**      Presents oral reports or chalkboard work to the class as instructed. These reports should usually be as concise as possible.

**Recorder**       Records the names and roles of the team members at the beginning of each activity. Records the team answers and explanations, along with any other important observations, insights, and so on. These records are submitted with the team folder at the end of a class period as instructed (responsibility of Recorder). I will consider the Recorder's answers as the official team response.