

MEMO

University of Idaho

Department of Chemical Engineering

Date: Monday, August 25, 2008
To: All Students Involved in Ch.E. 433/4 Lab Classes
From: David C. Drown (Course Coordinator) ddrown@uidaho.edu
Subject: Code of Cooperation

Group CODE of COOPERATION ASSIGNMENT:

Each group is to prepare and submit a “Code of Cooperation”. A complete draft acceptable to all members of the group should be submitted by Tuesday afternoon, 9/2, to the course web site. A final revised group code of conduct is due before September 11, this code should be signed by all group members and each member should retain a copy for reference when evaluating participation of each member at the conclusion of each experiment. If you have any complaints you want to make, or give low performance participation evaluations to your peers, they must be based on items in your groups’ code.

The code becomes your group’s rules governing behavior of team members, addresses the process by which you achieve your desired product and end results. Your code is the expectations for each member’s participation; everyone on the team has input into establishing the expectations and sees what is expected of themselves. It sets a norm for acceptable behavior for each team member’s participation and represents how the team members will interact with one another.

Your code should be developed, adopted, improved and/or modified by all team members on a continuous basis; it can be formally revised and resubmitted after each experiment to address any problems or unanticipated situations that occurred.

Thoughts & ideas to incorporate :

- define roles needed and who will take responsibility (roles **MUST** rotate for each experiment) -
 - meeting coordinator = establish time, place, and agenda for each group meeting.
 - record keeper = takes “minutes” on what was accomplished at each meeting, who was and wasn’t present, responsibilities and deadlines assigned; maintains master copy of data and document drafts, distributes them to all team members.
 - encourager/ gatekeeper (can be separate people or combined) = participation monitor who asks reluctant participants to express their ideas and do their part, limits dominant participants so others have opportunity to contribute.
 - time keeper = watches the clock and reminds team when things are taking too long, when to move on to next task on agenda, this should happen at all team meetings and during the actual experimental run (this should not be the person actually operating the experiment = turning the valves and controlling the equipment, as their 100% focus should be on safely operating the system and obtaining valid data).

Define quality goals, task deadlines, responsibilities, number/frequency of group meetings.

Group CODE of COOPERATION ASSIGNMENT:

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Example topics from student teams :

from Jim Morgan, NSF engineering education Foundation Coalition workshop (2002)

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| Be on time for meetings & experiment. | Meet team deadlines & be prepared. |
| Contribute to team efforts & quality of results. | Avoid procrastination. |
| Help teammates increase understanding of material being covered. | |

Example topics to evaluate each student team member at completion of project :

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| Attended all meetings & activities. | Contributed to the activities. |
| Quality of ideas contributed to activities. | Quality of work. |
| Demonstrated positive attitude toward team. | Quantity of work. |
| Listened to ideas of other team members. | Met deadlines set by the team. |
| Showed concern for feelings of other team members. | |
| Helped keep team organized, cohesive, and progressing toward goal. | |
| Encouraged other team members to contribute to discussions. | |

Ten Commandments from an Effective Code :

from Ford Motor Company, (an industrial example)

1. Help each other be right, not wrong.
2. Look for ways to make new ideas work, not reasons they won't.
3. If in doubt, check it out! Don't make negative assumptions about each other.
4. Help each other win, and take pride in each other's victories.
5. Speak positively about each other and about your organization at every opportunity.
6. Maintain a positive mental attitude no matter what the circumstances.
7. Act with initiative and courage, as if it all depends on you.
8. Do everything with enthusiasm, it's contagious.
9. Whatever you want; give it away.
10. Don't lose faith. Have fun!

Common team problems :

from Scholtes, Peter R., The Team Handbook, Joiner Associates (1988)

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| Floundering. | Unquestioned acceptance of opinions as facts. |
| Rush to accomplishment. | Wanderlust: digression & tangents. |
| Reluctant participants. | Dominating & overbearing participants. |
| Feuding members. | Individuals missing meetings & deadlines for their parts. |
| Finger pointing = blaming others rather than working constructively to improve product. | |