

Designated Roles on Teams

- Facilitator: (Kristin) Moderates team discussion, keeps the group on task, and distributes work.
- Recorder: (Chad) Takes notes summarizing team discussions and decisions, and keeps all necessary records.
- Reporter (Margo) Serves as group spokesperson to the class or instructor, summarizing the group's activities and/or conclusions.
- Timekeeper (Austin) Keeps the group aware of time constraints and deadlines and makes sure meetings start on time.
- Harmonizer (Billy) Strives to create a harmonious and positive team atmosphere and reach consensus (while allowing a full expression of ideas.)
- Prioritizer (Ethan) Makes sure the group focuses on the most important issues and does not get caught up in details.
- Checker (Jacob) Checks to make sure all group members understand the concepts and the group's conclusions.
- Wildcard (Michael) Assumes the role of any missing member and fills in wherever needed.

These roles are adapted from lists in:

Barkley, E.F., Cross, K.P., & Major, C.H. (2005). *Collaborative learning techniques*. San Francisco: Jossey-Bass.

Johnson, D. W., Johnson, R. T., and Smith, K. (1991). *Cooperative learning: Increasing college faculty instructional productivity (ASHE-ERIC Higher Education Report No. 4)*. Washington, DC: The George Washington University, School of Education and Human Development.

Millis, B. J., and Cottell, P. G., Jr. (1998). *Cooperative learning for higher education faculty*. American Council on Education, Series on Higher Education. The Oryx Press, Phoenix, AZ.

Smith, K. A. (1996). "Cooperative Learning: Making 'Group work' Work" In Sutherland, T. E., and Bonwell, C. C. (Eds.), *Using active learning in college classes: A range of options for faculty*, *New Directions for Teaching and Learning* No. 67.