Group Project

Best Practices

QUANTIC

Overview

As you prepare for your first group project, look over these tips to ensure that you are successful in forming and working with a group! Please note that **three** is the maximum number of members in each group for the Accounting, Strategy, and Finance projects, while **six** is the maximum number of members for the Capstone project and presentation.

Forming a Group

Sign-up sheets will be posted to your Slack workspaces and emailed out two weeks before the project prompts are sent out. The sign-up sheets have spaces for your names as well as pre-written time zones to assist you in choosing a group. Signing up for a group is straightforward—simply write your name in the group that you would like to start or join. Please **do not** delete or move anyone else's name on the sheet. More specific information on forming and signing up for a group can be found below.
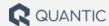
- **Post on Slack as soon as you receive the sign-up sheet.** Give a bit of context as to where you are located, why you would make a great teammate, and what kind of group you are looking for.
  - For example, you might post, "Hi, I'm Emily, and I am based in Washington, DC. I am an experienced accountant and would love to join a team and play a leading role in the drafting of our financial statements. I am looking for a group in the Eastern or Central US time zone for scheduling purposes—if you are good at writing or editing, even better—let's utilize our different strengths!"
- **Write your name in the sign-up sheet.** This is a Google sheet, which means that it is editable by everyone in your cohort. Please **do not** delete or move anyone else's name on the sheet.
  - If a group project allows for more folks in a group, but you would like to keep your group small (for example, if you would like to work as a group of 2 even if the maximum group size is 3), write "group full" in the remaining space on the sheet.
  - Occasionally, someone in your cohort may not have signed up for Slack. Additionally, to avoid Slack becoming overwhelming, we have divided your cohort into multiple workspaces. If you are unable to find someone who you would like to work with in Slack, try looking at Quantic's Student Network and filtering by "My Class." You can send and receive messages directly through the Network!

- **Reach out to your new team members as soon as you can.** Through Slack or through the Quantic Student Network, it is a good idea to start communicating with your new team members right away.

Working with a Group

- **Once your group is completely assembled, one group member should get in touch on Slack** by creating a Direct Message and adding all members of the group to the message.
    - Your first step should be deciding on a time for a first meeting. We have installed the Polly polling app to facilitate finding a time that works for all group members! To start a poll with Polly, simply type **/polly** in the Slack message.
    - We have also installed a Zoom extension in your Slack workspace to make calling your team members as easy as possible. To start a Zoom call, simply type in **/zoom** in the Slack message.
    - If you are not able to find all group members in your Slack workspace, you should try to reach out via the Quantic Network. Quantic staff cannot release the contact information of other students without prior approval.
- **Set clear group guidelines and divide up the work.** Group projects work best when everyone pitches in an equal amount, works on a different part of the project, and works to the same timeline.
    - We have created a sample template for your group to use to divide up the projects and keep track of everyone's progress and accountability.
    - There are also some handy hints on team effectiveness in our course, *Working in Groups and Teams*.
- **Do your part.** In both education and professional settings, group projects are a great way to collaborate, learn from others, and practice delegation. You will learn more, create a better network, and have a more positive overall experience if you and the rest of the group hold each other accountable and meet your self-set expectations.
    - If someone in your group is not contributing **at all**—for example, by repeatedly missing meetings, or contributing work that your group finds subpar, we recommend first reaching out to the team member to ensure that they are OK and reiterating the group expectations. In this message, you may wish to let the team member know that if they do not contribute, they will be removed from the group.
    - If they do not reply or the behavior continues, please message them once more confirming that they were removed from the group. Additionally,

remove the team member from the spreadsheet and email projects@quantic.edu to confirm that the individual should no longer be graded with your group.

- We expect that Quantic students are mature enough to manage for themselves interpersonal issues that may arise while working on group projects; however, there is a formal mediation process in place for when group project disputes escalate to the point of creating a hostile learning environment, violating the Code of Conduct, and/or if discriminatory behavior is evident. This process is outlined in the following section.

- **Treat everyone with respect.** Everyone in our program is required to behave professionally and politely towards their fellow classmates and Quantic faculty and staff, regardless of race, gender, age, sexual orientation, religion, nationality, or culture.
  - In the unfortunate event that someone in the group is creating a hostile learning environment for others, please contact your Quantic Engagement Coordinator on Slack or Quantic staff via email at complaints@quantic.edu as soon as possible.
  - Please note that our Student Code of Conduct outlines the specific behaviors that could be grounds for disciplinary action, including but not limited to:
    - *Using rude or disrespectful language towards Quantic students, faculty, or staff, or otherwise contributing to a hostile learning environment*, and
    - *Engaging in threatening, harassing, violent, menacing, disorderly, stalking, vulgar, lewd, obscene, indecent, or defamatory behavior.*
  - Discrimination in any way is a clear violation of the Student Code of Conduct and is unacceptable. If someone in the group is using bigoted, racist, sexist, homophobic, hateful, or harmful language in any way, please please contact your Quantic Engagement Coordinator on Slack or Quantic staff via email at complaints@quantic.edu as soon as possible.

- **Keep in mind that cultural norms and differences vary around the world**, and as we have thousands of students from across six continents, you may encounter working and communication styles that are different to those you are used to. As you will have seen after completing *Cultural Intelligence*, there may be cultural differences evident in various components of group work, including decision-making, persuasion, communication, and use of time. As part of a global cohort, it is your responsibility to treat others respectfully and equally by recognizing and respecting differences. **Remember that prejudice and bias have no place in the classroom or boardroom.**

Submission and Grading

- **Submit your project** to projects@quantic.edu. Only one submission per group is required. Just make sure that everyone's name is on the submission.
- **Await your feedback.** Your feedback will be sent via email within, on average, four weeks of submission. Make sure to check all of your email folders to ensure that you do not miss anything! Please note that if you're working in a group, your feedback will be emailed back to your entire group. If you do not wish to reveal your email to the rest of your group, email us at projects@quantic.edu.

Moonshot Competition

Moonshot is an entrepreneurial pitching competition for Quantic students who choose to complete the Business Plan Capstone. One grand-prize winning team (or individual) will receive a cash prize of fifty thousand dollars (US$50,000). Teams who receive a 5/5 on **both** their Capstone project and presentation will be invited to participate in the competition after graduation.

If you are interested in participating in the Moonshot Competition, we strongly recommend that you work with folks who also wish to enter the competition. Our Entrepreneurship experts will be hosting Intro to Moonshot webinars in the weeks following the Capstone Kickoff, so keep an eye out for invitations to these events.

Further Reading and Resources

Working in Groups

- *Working in Groups and Teams*
- *Cultural Intelligence*
- Tips for Effective Group Working
- Guide to Group Work
- Creating Meaningful Gender Equality
- Confronting Prejudice: How to Protect Yourself and Help Others

Project Research and Citation Resources

- Library Orientation and Resources
- Citation Guidelines and Video Guide
- Plagiarism FAQs and Video Guide