

COM 200: Group Reflection Report Assignment Summary

This handout provides the guidelines for a memo that must be *thoughtfully* completed by the due date listed in the Schedule of Sessions.

Abstract of Assignment

Use your Forte profiles and CBT content to assess your group and identify key behaviors and commitment you will need to keep to work well as a group. Hand in ONE memo from your group.

Point Value: 20	Page count: 1 page single spaced	Minimum Sources: Forte, CBT
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Goals

- Learn about one another as communicators in order to work effectively together.
- Apply Forte, CBT and COM vocabulary to the real-time case of your COM 200 group.
- Write one memo from your group in a crisp, formal but authentic style.

Key Core Skills

- Critical Thinking and Problem Solving: dialogue with one another to apply Forte, CBT and COM vocabulary to your group.
- Civility: demonstrate respect for group mates and others even when discussing differences and challenges for your group.
- Responsibility: identify and take ownership of your role in helping your group succeed.

Key Steps

1. Complete your Forte adapting report request in a timely manner (look for email)
2. Reflect on the findings and identify YOUR top motivators and demotivators.
3. Reflect on CBT module and determine the most helpful take away/tip for your group
4. Meet as a group and share Forte profiles along with top motivators/demotivators. Also share key insights from CBTs. Do not rush this step!
5. Talk about how insights from step 4 can inform your group: What do you need to keep as a focus? What will be likely negative tendencies to address? What CBT advice will be most important?

Key Criteria

- The final printout should be a one page single-spaced memo. Be thorough but efficient in your writing. Make appropriate use of course vocabulary. Use efficient memo heading to present basics.
- Do NOT use the MS Word memo templates. They take up too much room. Just use a simple memo heading like that in the textbox below.

To: Dr. Olsen
From: Members of your group
Date: Month, day, year.
Re: Group Reflection Report for _____ (team name here)

Key Resources

- Forte profile and adapting update.
- CBT content (many have summary sheets available)
- Other COM vocabulary from COM 105, Interpersonal, Small Group and others.