Math 116 - Team Homework Reminders and Tips, Fall 2017

- The team homework assignments can be found at
  For each assignment, your instructor will give you the exact due date and time for your section.

- The team homework roles are
  - **Manager**: responsible for organizing and running the meetings.
  - **Reporter**: writes a record of the meeting, including the roles of every member, how often the team met, how the assignment went, and any challenges and successes the team encountered. If there is disagreement about the solution for a problem, the reporter presents sketches of alternate solutions and explains the difference of opinion. This reporter sheet is attached as the top sheet of your final draft.
  - **Scribe**: responsible for writing up a single final draft of the homework assignment to turn in.
  - **Clarifier**: makes sure everyone is on the same page and understands the problems statements and solutions. The clarifier is prepared to present the problems to the class if the team is called on.

Assign roles to each team member before beginning the team homework and rotate these roles between team members for every assignment. If your team has only three members, combine the roles of manager and clarifier into one. (If your team has five members, two members should serve as clarifiers.)

- Make sure to work independently on *all* of the problems before the first meeting and come to meetings with specific questions and ideas.

- Team homework problems are difficult! That’s part of the reason why they are done in teams. Leave yourself and your team enough time to finish by planning meetings early and often, and by making sure you have enough time to get help (office hours, Math Lab, ...) if needed. (And remember that if you are getting help through Math Lab, there must be at least two team members present. Your instructor may have a similar policy for office hours.)

- Try to meet at least two times for any given assignment. A good general plan is to meet once after everyone has attempted the problems individually to discuss progress, make sure everyone is on the same page, and work together on the harder parts of the problems. Then, the scribe writes up a rough draft and the second meeting is used for team members to go over the rough draft and make changes as necessary.

- Be engaged during meetings, and help make sure your team members are engaged as well. Remember, there’s always at least one team homework look-alike problem on each exam, so it’s important to understand the material and problems as they arise.

- The final draft that you turn in (one per team, written by the scribe!) should be clear, easy to read, and written as if other students were the audience. That means that computations should be shown with explanation (like examples in the textbook), figures and graphs should be included whenever appropriate, and the solutions should be written in complete sentences, including an introduction and conclusion for each problem. There is a strong emphasis on clear writing and justification; this may be a different format than you’re used to for math assignments, and requires more time and thought to be put into the write-up.

- For more information, visit http://www.math.lsa.umich.edu/courses/sg/#roles. Furthermore, a tutorial for writing up team homework can be found at https://instruct.math.lsa.umich.edu/support/teamhomework/index.html.