

# Best Practices for Collaborative Learning

1. While working in a group, be aware of each person's voice.

When discussing the project, sit in a circle and make sure that eye contact is possible. In each meeting, everyone should have a chance to speak and be heard, especially in brainstorming sessions or development of schedules. Before someone speaks twice, everyone should speak at least once.

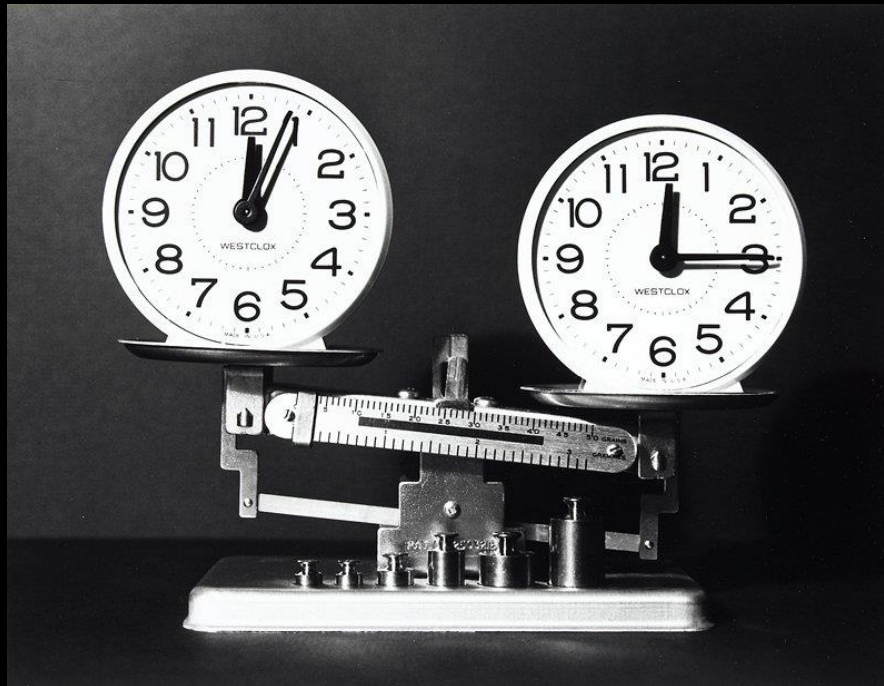


*The Actor Segawa  
Kikunojō III at a Party, c.  
1784 by Utagawa Toyoharu*

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2. While working in a group, be aware and respectful of each person's schedule.

While some may be energized by working at the end of a deadline, others find this approach stressful and prefer to get work completed early. Work together to map out a schedule that will be acceptable for all.



*Time - (B), 1985 by Nakahashi Kenji*

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3. Different styles of communication and approaches to interpretation exist, especially in discussion.

Everyone has strengths and areas for improvement, so offer each other support and encouragement in this work. If you don't understand something or someone's approach, ask a clarifying question or paraphrase the idea in your own words.



“Can you tell me a little more about that?” or “So that I understand clearly, what you’re saying is ...”

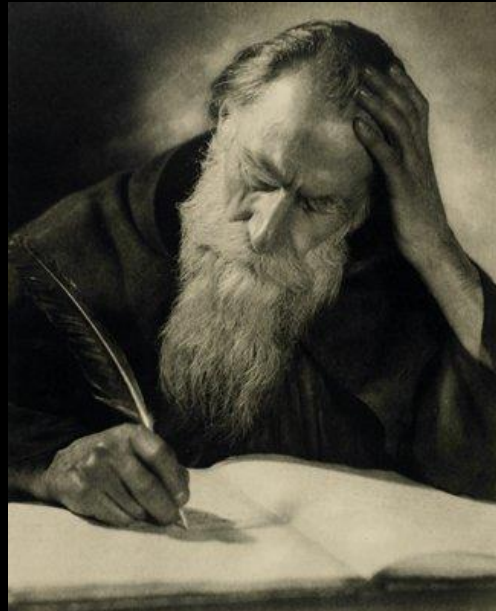
*Joined Figures*, 200 BCE - 400 CE, Jalisco

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4. Set aside some time for group processing.

It's important to check in with each other; have a conversation and process how the work on the project is proceeding. Always “presume positive intentions.”

If you encounter any difficulties, especially in research or preparation, make time to meet with a staff member to discuss. We're here to help!



*Time Marches On*, c. 1942 by  
Max Thorek

# Best Practices for Collaborative Learning

The final product, six complete Highlights of World Art Tours, will be a prize for all!



Vase, 1822 by Rundell, Bridge & Rundell

Sources: CTE-Lilly Teaching Fellows, The University of Maryland; Eberly Center, Teaching Excellence and Educational Innovation, Carnegie Mellon University; Cornell University, Center for Teaching Excellence; *Seven Norms of Collaboration*, adapted from Garmston, R., and Wellman, B. (2009) *The Adaptive School: A Sourcebook for Developing Collaborative Groups*, 2nd edition. Norwood, MA: Christopher Gordon

(<http://www.iod.unh.edu/RENEW%20tools/RENEW%20Implementation%20Manual/Section%2003%20RENEW%20Implementation%20Team/3.%20Norms%20annotated.pdf/>)