### General instructions for members of pods and teams

This semester you will work through several class activities in pods of 3 (everyone sitting at one arc of the table) and as an entire team of 9 (everyone sitting at the entire table).

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Work in pods | Work in team | Work as a class |

Each person has a role in the pod and in the team; these roles will rotate each week so that each person has a chance to perform each role during the semester, and learn from that experience. See the role assignment grid in your team folder.

|  |  |
| --- | --- |
| Team Roles (1 per team) | Pod Roles (1 per pod) |
| Team Manager: gathers materials the team and the pods need; makes sure everyone knows their roles for the activity; keeps team on task and on time; ensures that team completes the tasks by the deadline and that all reports are filed on time. | Pod Coordinator: ensures that pod completes its tasks on time and that all pod members are participating & on track; ensures that pod’s assignments are posted or turned in as appropriate; keeps a log of the concepts the pod discusses and makes sure the team reporter is informed of the pod’s work. |
| Team Reporter: keeps a record of team’s work and completes team reports; gathers material from each of the team’s pods prior to class discussion; asks questions on behalf of the team and shares team’s answers with class. While the team reporter should generally be the one who answers on behalf of the team after a particular pod- or team-level activity or discussion, it is also OK for others in the team to contribute to class discussions or ask questions when they have something new to add to the class discussion. | Pod Technician: performs all technical operations, including using the computer, manipulating models, and writing on the white board or other media. |
| Team Analyst: examines how team is working and ensures that all members are actively listening & participating; makes observations to the team about group dynamics and suggests changes or improvements; this might include observations about what went worked well for the team on a given day, or what seemed to be a less effective strategy or tendency. | Pod Expediter: contributes ideas, insight, skills, effort and talent to the pod’s work; identifies areas of need and fills them; supports coordinator’s and technician’s efforts; reflects on pod’s creative/productive process, boosts morale when needed, and plays “devils advocate” role when pod seems to be thinking narrowly. |