

Middle School Collaboration Checklist

I help my team by:

<input type="checkbox"/> Organizing my learning: <ul style="list-style-type: none"><input type="checkbox"/> identify goals<input type="checkbox"/> define tasks<input type="checkbox"/> outline approaches
<input type="checkbox"/> Being a self-starter: <ul style="list-style-type: none"><input type="checkbox"/> suggest new ideas and directions<input type="checkbox"/> volunteer to tackle a difficult task
<input type="checkbox"/> Seeking information: <ul style="list-style-type: none"><input type="checkbox"/> ask questions<input type="checkbox"/> seek facts<input type="checkbox"/> request clarification
<input type="checkbox"/> Providing information: <ul style="list-style-type: none"><input type="checkbox"/> find and share resources<input type="checkbox"/> offer facts and opinions
<input type="checkbox"/> Encouraging members: <ul style="list-style-type: none"><input type="checkbox"/> respond enthusiastically to others<input type="checkbox"/> invite everyone's participation<input type="checkbox"/> make people feel good about themselves
<input type="checkbox"/> Analyzing: <ul style="list-style-type: none"><input type="checkbox"/> summarize points of discussion<input type="checkbox"/> simplify complicated ideas<input type="checkbox"/> put points in perspective
<input type="checkbox"/> Facilitating: <ul style="list-style-type: none"><input type="checkbox"/> keep discussion on track<input type="checkbox"/> help direct creation of timeline and setting of priorities<input type="checkbox"/> help direct division of tasks<input type="checkbox"/> help identify necessary changes and encourage group action for change
<input type="checkbox"/> Questioning: <ul style="list-style-type: none"><input type="checkbox"/> stimulate discussion by presenting different points of view<input type="checkbox"/> challenge weak ideas

- Problem-solving:
 - work to resolve differences
 - seek alternative solutions
 - help team reach fair, well reasoned decisions