

Guidelines for PBL collaboration

This document can serve as an initial guide to plan for your collaborative work. In your folder.

Get to know each other as persons - have fun

To form your group and plan your collaborative work

To get the groups running as smoothly as possible during the course, it is essential that you discuss how to collaborate and how you can best learn together. Take time during the first week to formulate some “ground rules” using the provided template. Please also include a discussion about the roles of your facilitators!

Plan and organize for your collaboration

During your first synchronous meeting(s) it is also important that you take time to discuss and plan for how you would like to organize your collaborative work. You need to make some first decisions:

- when and how often to meet (once a week is recommended for weeks 2-5)
- decide on “leading roles” for each week

Examples of what person(s) leading does:

- Synchronous meetings
 - In advance, initiate to schedule one synchronous meeting for each week 2-5 (e.g. by using doodle or in class)
 - Communicate/announce decided meeting times
 - Prepare for and facilitate the meeting(s)
 - agenda, roles for the meeting etc.
 - Communicate decisions made to the whole group