

GUIDELINES TO FORM A SUCCESSFUL STUDY GROUP

1. Forming the group

- i. An effective study group ideally has of **3 - 4 members** (no more than 4 max).
- ii. Your group should meet at least once a week and you should decide how long you want your sessions to be.
- iii. All members should make a serious commitment to show up and to do the required preparation prior to any group meeting.
- iv. You should choose a group **'leader/facilitator'**. This person would be responsible for keeping the group on track and on task within each session so that no one gets frustrated with pace or with time being wasted on other things not relevant to mastering the course material. **This person will have a direct contact with me.**
- v. Each group leader should send me an email listing the members (Names and IDs) of his group by Saturday, November 3rd at 5:00PM to my email. Please do not forget to mention the Course Code, Course Name and your Section in the subject line. Then, I will notify the group leader for his group number. [There will be a 5% penalty for every day late. No submissions will be accepted after Monday, November 5th].

2. Preparing for sessions:

You need to decide as a group what you would like to cover in a session. This could be handled via email (initiated by the group facilitator) a few days before your next meeting or it could be discussed at the end of each meeting. If you are meeting weekly, you will probably be discussing and working on the preceding week's material in your next session.

3. Session structure:

It is helpful to come up with some kind of structure to your sessions to help you keep on track as a group, and to make your time more effective in covering as much material as possible.

Study tip: think about including the following things when answering questions:

- Verify that you know what all the terms in the group assessment mean.
- Verify that you actually understand what the assessment is asking for.
- Write out in words what you did to solve the problem.
- Write down what concepts are being tested in the question.
- Try to manipulate the problem in some way that challenges your understanding of the concepts you listed (you will come up with new approaches to the problem or even new questions).