

## Cooperative Learning Job Placards

The following placards help remind students about their job responsibilities. Students fold the placard and place their job titles so other group members can see them. Facing the students is the numbered list of responsibilities. Tables of four students with four different roles work effectively (ex. Group Leader, Materials Manager, Encourager, Timekeeper, and Data Collector). Notice all jobs require clean-up so no one student has to do it all. Also notice there is no reporter. When the activity is complete, randomly call on a student from each group. This forces students to participate at a higher level during the activity itself.

Use color-coded dots on the corners of the student tables. Tape them down so students do not play with them. To determine who gets what job, display larger sized versions of the job cards on the whiteboard. Attach Velcro colored dots and change the dots daily so students experience all of the jobs. Colored clothespins work well, too.



Example of a student table using color-coded dots

## Group Participation Number Line

One way to monitor group behavior is to use a Group Participation Number Line. Include one copy for the Materials manager to pick up. Have the Data Collector fill in the date and the Group Members' names. Then it should be placed near the end of the table so it is accessible. As you walk around the class monitoring the groups, you can take points away when you see an infraction of any of the jobs. After the activity is complete, the Data Collector fill in the Total Points Earned, which is recorded as a group grade. Because points are taken away and not added, there is no reason for a student to change the points. Attached is a reproducible Group Participation Number line.

**GROUP PARTICIPATION NUMBER LINE**

Date: \_\_\_\_\_ Group Number: \_\_\_\_\_

Group Members Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: \_\_\_\_\_

**GROUP PARTICIPATION NUMBER LINE**

Date: \_\_\_\_\_ Group Number: \_\_\_\_\_

Group Members Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: \_\_\_\_\_

**GROUP PARTICIPATION NUMBER LINE**

Date: \_\_\_\_\_ Group Number: \_\_\_\_\_

Group Members Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

100 95 90 85 80 75 70 65 60 55 50 45 40 35 30 25 20 15 10 5 0

Participation Points Earned: \_\_\_\_\_

# Encourager

## **Encourager**

1. Monitor all team members to ensure they do their own jobs.
2. Take responsibility for praising and affirming jobs well done.
3. Record comments and actions that show positive interpersonal communication.
4. Report recorded data to group at debriefing sessions.
5. Help with clean-up.

# Data Collector

## **Data Collector**

1. Collect data for activity.
2. Record data on appropriate form or sheet.
3. Return data sheet to teacher and/or record group data on class data sheet.
4. Make sure all other team members check data sheet,
5. Help with clean-up.

# Timekeeper

## **Timekeeper**

1. Hold team stopwatch or watch the clock.
2. Keep group on task and remind them about time.
3. You are responsible for getting the group to finish on time.
4. Check data sheet.
5. Help with clean-up.

# GROUP LEADER

## **Group Leader**

1. Read all directions to your group.
2. Lead discussions.
3. Check data sheet.
4. Help with clean-up.
5. You are the only person who can ask

# Materials Manager

## **Materials Manager**

1. Collect and return all materials and supplies to appropriate place(s).
2. You are the only one who can retrieve materials and supplies.
3. Make sure everyone has equal access to materials and supplies.
4. Check data sheet.