

## 3.5: Debriefing Collaboration

### Student Objective

Students will hone their collaborative skills by reflecting on personal experiences.

### Overview

Debriefing the collaboration experience provides students with time to reflect on the quality of their collaborative session. Having students **answer debrief questions verbally or in writing** is an effective way to give them a chance to process their collaborative effort.

### Materials/Set-Up

- Teacher Resource:
  - 3.5a: Reflective Questions for the Components of Effective Collaboration

### Instructional Steps

1. For this activity, students will want to refer to their copy of Components of Effective Collaboration.
2. After the collaboration activity has commenced, remind students of the focus area from the Components of Effective Collaboration, which was provided before the collaborative process began.
3. **Provide students with the opportunity to engage in a quickwrite using the identified focus area's pre-determined questions from Reflective Questions for the Components of Effective Collaboration.**
4. After the time elapses, have students share their answers to the questions with a partner who is *not* in their collaborative group. Encourage students to integrate academic vocabulary that was used during class that day or is the focus of study.
  - For example, prior to engaging in a collaborative structure, identify for the students that the focus area will be “on-task behavior.” This is the same focus area that will be used during the reflection, as students answer the two questions associated with this area.

### ➔ Extension

- To integrate technology, push out questions using a quick assessment tool, such as Google Forms or Nearpod.

ELL Integration: It is advisable to provide time for students to first answer the debrief questions verbally in pairs, and then in writing.

ELL Integration: Provide students with sentence frames in order to strengthen their written responses.

Quickwrite is a fluency activity where students write non-stop for two to five minutes on a specific topic that they are studying. The purpose of focused writing is for students to find out what they know about a topic, to explore new ideas, and to find out what they need to learn about a topic.

Example: “Before we start our lesson today, compose a quickwrite to the following prompt: What people in my life are encouraging me to go to college, and how are they supporting me in being college-ready?”



## Reflective Questions for the Components of Effective Collaboration

Ask students to explain any collaborative structures that they used during the project. They should explain whether they used roles, and if they did, which role that they chose.

### Positive and Productive Communication

- Why is clear communication important during this activity?
- On a scale of 1–5—with 5 being the best—rate your own communication during the activity. Remember that communication includes active listening skills as well as speaking skills.
- On a scale of 1–5—with 5 being the best—rate your team’s communication during the activity. Explain with details from the activity.
- Describe your own or your team’s non-verbal communication during the activity.
- How would you characterize the group’s communication? Open and honest? Reserved? Judgmental? Provide examples to support your answer.

### On-Task Behavior

- Did you remain on-task the entire time? Explain why or why not.
- Did all group members remain on-task? How did the on-task and/or off-task behaviors affect your group? Did you complete the task and/or accomplish the goal?

### Equitable Work

- Explain what you did to contribute to the group.
- How do you feel when your success depends on others?
- How do you feel knowing that your teammates were counting on you?
- How did your group decide who would do what?

### Task Analysis

- Describe what your group did first.
- How did your group decide what to do and how to do it?
- Did you read the instructions together as a group? Did you break the assignment into parts?

### Leadership

- Describe the leadership of your group. Was there a single leader? Was leadership shared throughout the group? Explain using details from the activity.
- Did you accept any leadership during the activity? Describe what you did that made you a leader.

## Reflective Questions for the Components of Effective Collaboration

### Conflict Management

- Describe a conflict that arose during the activity. How did your group handle the conflict?
- What conflict management strategies did you use to resolve conflicts within your group? Were you successful? Explain in detail what happened and how you addressed it.
- Explain how ideas were shared and how the team decided on a course of action.

### General Debrief Questions

- What went well today?
- What could your group improve upon in the future? Be specific. What would you do differently?
- What skills did you practice today? Explain what you did and how you developed that skill today.
- Explain how working in a collaborative group helped you learn something today.
- Evaluate the success of your group. On a scale of 1–5, how successful was your group? Explain using details from the activity.
- Explain how ideas are better through collaboration.
- What processes were used to collaborate?
- Did the group accomplish the goal? How?

