

## LEARNING TEAM REQUIREMENTS

During the first course in each sequence, each student must become a member of a learning team consisting of three to five members. Each learning team will develop a constitution which will provide guidelines for operation and management of the team and will help ensure fairness and equality.

Learning team assignments form a regular part of the curriculum for most courses. To complete team assignments, students may use alternative approaches and means of communication including on-line as well as face-to-face time when deemed necessary or determined appropriate by the course faculty member. For face-to-face meetings required by a faculty member, faculty pre-approval of the meeting location is required. The faculty member is to review the locations to determine that they are conducive for the learning experiences of that individual course.

### **Approved locations are as follows:**

- Institutional classrooms
- Corporate meeting rooms
- State and local libraries
- University or college libraries

### **Locations that are conducive must have the following characteristics:**

- Individual seating area for each member of the group.
- A desk or flat surface writing area for each student.
- Adequate lighting.
- A quiet area with no ambient noise, such as loud music.
- Adequate temperature control to allow for the comfort of each student.
- Internet and phone service to allow for students to access the university's library services.
- Adequate restroom facilities.
- Adequate parking.
- Accessibility for all students.
- Consistent with facilitating learning objectives of the specific course.

In general, students should expect to work together approximately four hours per week; however, the amount of time may vary from course to course depending on the goals of the particular curriculum. Each student is expected to contribute to the completion of all learning team assignments and activities. In addition to the completion of team assignments, students are encouraged to support their fellow team members and to help ensure their success.

Faculty members *may* require records related to learning team activities which can be used as part of course grades. In these instances, the method of documentation for these activities will be determined by each course faculty member. Students should be notified the first night of class so that records may be kept throughout the course.

When face-to-face meetings are required, each learning team may be required to document via a Learning Team Meeting Log the "regularly scheduled time" of their meetings. The Log should be completed in its entirety. **For each time the team meets during the week, each member will sign the Log. The group will indicate the actual meeting time (e.g. 1:00 to 5:00 pm, Wednesday, April 25<sup>th</sup>). The instructor for the course will be responsible for reviewing the scheduled time.**

1. For all courses, each student should objectively complete the Learning Team Evaluation Form at the end of the course.
2. **Faculty members will utilize the Learning Team Evaluation Form as well as any requested documentation of team activities in the grading process. Each instructor will determine the weight of this form/documentation in the student's grade.**
3. Learning team assignments are incorporated into the curriculum for AGS courses in Step I, Step II, Associate core, Bachelor core, Saturday and graduate courses.
4. **Southern Wesleyan University faculty/administration reserves the right to administratively reorganize learning teams or request that learning teams be restructured to comply with the university and government regulations.**