The Heritage Institute
Group Collaboration Documentation Form

Instructions

GROUP LEADER: All group members must be registered with The Heritage Institute (THI) for University Quarter Credit prior to the first group meeting.
Send the names of all group members and the course title to your instructor and to the THI Registrar (**registrar@hol.edu)** **BEFORE YOU BEGIN YOUR WORK.** Each group must meet at least 4 times, and each member must attend at least 3 of these meetings, noting the date of attendance in the form below.

FOR EMAIL COURSES: Send assignments to the instructor throughout the course as indicated in the syllabus. BE SURE TO INDICATE ON THE ASSIGNMENT THE GROUP LEADER NAME & THE NAME OF THE GROUP MEMBER PREPARING THE ASSIGNMENT.

FOR ONLINE COURSES: Decide which group members will do each assignment and have them post the assignment online.

NOTE*:* 1)   Be sure each participant's name is on all of the assignments they authored.
2)   All participants remain active in the group and complete the course at the same time.
3)   Group leaders of email course should also send all member integration papers.
4)   When participants have completed the course, please send a copy of this completed form to your instructor and to the THI's Registrar at registrar@hol.edu. Group leaders of email courses should also at the same time send all member integration papers.

Course No: **Course Name:**

Group Leader Name: **Group Leader Email:**

Group Start Date: **Group Completion Date:**

Meeting Dates – To Indicate Meetings Attended By Each Member **

Group Member Name	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Assignment # Read or Written by me