



## **Group Collaboration Guidelines**

Do you want to learn from your colleagues and have fun while earning professional development credits? Any Heritage Institute course can be registered for as a group. Collaborate with colleagues to develop new approaches and share diverse perspectives.

Group Collaboration Guidelines are as follows:

### **+/-Select a Group Leader**

To register as a group, first select a Group Leader. Your Group Leader will be the first one to register, providing names and email addresses of the other members in the group. Groups are limited to four people.

### **+/- Registration**

Courses completed as a group must be taken at the 400 or 500 Level. Group members may register for different levels if needed. Once your group leader has registered, a unique registration link will be sent to all members. Registering through this link will allow your group access to a shared forum space for online courses and will let your instructor know that you are registered as a group for email courses.

### **+/- Group Conduct**

Group collaboration rules include:

- Meet as a group in person a minimum of four times.
- Each group member must attend at least three meetings.
- Every member needs to be active and complete the course at the same time.
- If there is an Assignment #1 to introduce yourself, every member must answer individually.
- Other Section A, Information Acquisition assignments may be divided up among group members.

- In an online course, every member must submit any assignments done collaboratively, being sure to note the primary author's name.
- Section B Learning Application Assignments may be divided up between group members, except, if there is a lesson creation & implementation assignment, each member must complete this on their own.
- Every group member must submit their own, unique Integration paper.
- For email courses, Group Leaders will need to send a Group Collaboration Documentation Form along with group members' Integration Papers to the instructor upon completion.

### **+/- Administration**

You may join up to three collaborations per year! To receive credit, all members must follow the guidelines as described here and complete the course. Please check with your instructor for any additional guidelines they may have for your group.

To register, add your course to your cart and select:  Registering as a Group

**Questions? Call 1-800-445-1305 or email registrar@hol.edu**