

Team Training Session 4

Negotiating Contributions

Checklist

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| <ul style="list-style-type: none">• Recap of what was done in each of the sessions | 5 minutes |
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| <ul style="list-style-type: none">• Brainstorm what they learnt or will do differently | 5-10 minutes |
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|---|-------------------|
| <ul style="list-style-type: none">• Negotiate contribution | 10 minutes |
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Part 1: Recap team training sessions (5 mins)

Get the students to flick through their notes from the earlier sessions. Remind them (or get them to summarise) what was covered in each session.

For example: In Session 1 we discussed that a team is a group of 3 or more people with a common goal. We also discussed different expectations of working in teams. Then we discussed different roles that each team member normally take in team environments. Last we began making a list and delegating roles for the video assignment. We also gave them a template for meeting minutes.

Session 2: We learnt about negotiating. The main points for negotiating are to keep the discussion impersonal, explain in detail what each person's perspective is and why, brainstorm options and decide on an option and then to keep a record of that decision.

Session 3: Students thought about their actions and the actions of their team members in relation to each of the expectations in the list from team training session 1. Then students began discussing who had so far done what aspects of the assignment.

Part 2: Brainstorming (5-10 minutes)

Ask the students what they learnt about working in teams from doing the video assignment. This could also be asked in terms of what will they do differently when next in a team situation. Try to steer students away from targeting any particular team member. You could try prompt them with things like how to manage differences of opinion, how to use different peoples' expertise for different tasks.

Part 3: Final discussion of contributions. (10 minutes)

In the table get the students to make a list of activities and negotiate what percentage of each activity each student has done. This is the most important part. Doing this it will be very clear who did lots and who didn't do lots.

Practicalities: I copied these questions and the table into their class notebook in Microsoft Teams.

COVID NOTE: I discussed this with each team individually via Video call.

Team Training Session 4:

Negotiating Contributions/Authorship Order

All researchers must decide on the order that authors should be listed on publications. The first author is usually the person who has done the largest percentage of the work. Authors are then listed in order of decreasing input into the research in that publication. It is possible for there to be multiple first authors. Also, to even be considered an author each individual must have contributed to each stage in the production of the paper. In this case you have all produced a documentary video. The table below demonstrates how contribution is calculated for each member of a documentary team. First all activities are listed in the left column and the names of authors are written in the title box for the next few columns. Negotiate who did how much of each task. In the Example, Martin did the most while Andy did the least. Ideally in a team assignment like this everyone will have contributed equally = all equal first authors.

When you submit your video, you will be asked to fill out a form to rank the contribution of each team member. This will be used to scale the final mark. **Please note that if teams have not discussed problems with me prior to the end of this fourth training session everyone will be given equal marks.**

	Authors (% for each item)			
Video content	Martin	Mandy	Neil	Andy
Background research	25	25	25	25
Interviews	50	50		
Filming	50		50	
On camera		50		50
Voice overs			100	
Editing (music, shot selection etc)	75	25		
	33	25	29	13

This is NOT required to be the order of names on your documentary video. It is to help you reflect on the amount of work each member has contributed to the documentary.

	Authors (% for each item)			
Background research				
Interviews				
Filming				
On camera				
Voice overs				
Editing (music, shot selection etc)				