

**IT 521 Proseminar I: Instructional Technology as a Profession**  
**Week 1 Breakout Room Activity**  
 Last updated August 20, 2014

Examine the Initial Ground Rules, in your assigned groups review them and discuss what modifications or additions you would suggest to the group. By the end of the Breakout Activity be prepared to present your discussions to the class. When get to your Breakout Room first identify roles. Follow the Roles and Responsibilities in the table below:

<b>Name Order</b>	<b>Role</b>	<b>Responsibilities</b>
1 <sup>st</sup>	Conversation Facilitator	The Conversation Facilitator is in charge of making sure that the group discussion is on task by starting the conversation and checking in with all members that the group understands the assigned task. Once the conversation starts, the Conversation Facilitator is responsible for reminding the group when 10 minutes, 20 minutes, 30 minutes, and 40 minutes pass from the beginning of this activity to help the group stay on time. During the meeting, if there is a group member who forgot to turn his/her microphone/video on, then the Conversation Facilitator will politely ask the person to turn his/her microphone/video on.
2 <sup>nd</sup>	Information Gatherer	The Information Gatherer is in charge of making sure that all participants have a chance to share ideas. If the group has not heard from a member in a while, the Information Gatherer will find a moment and ask "By the way we have not heard from X in a while, what do you think about Y?" The Information Gatherer will also make sure that there are no noise distractions in the room. If there is a group member whose microphone needs to be turned off due to feedback or background noise while the member is not talking, the Information Gatherer will politely request the member to turn his/her microphone off until the next time s/he is ready to speak.
3 <sup>rd</sup>	Spokesperson	The Group Spokesperson will make sure that main ideas of the group discussion is recorded during the breakout activity on the whiteboard. Other group members can contribute recording on the whiteboard, but the Spokesperson is responsible for making sure that the group agrees to what is recorded on the whiteboard. During whole group discussion the Spokesperson will share these ideas to the class.
All others	Active Participants	All others in the room are responsible to be engaged in the discussion.

## **IT 521 Ground Rules of Participation**

Last updated: August 28, 2013

Approved date: August 28, 2013

### **Overview**

As a member of IT 521 I understand that it is best to have a set of ground rules of participation. I also understand that the ground rules are a living document, and when the need arise I will bring to attention to others by contacting the instructor privately or by sharing comments publicly asynchronously or synchronously in class.

### **Ground Rules**

The Ground Rules of Participation include:

1. I will be prepared for synchronous sessions by having access to and properly set up computer equipment and USB headphones/microphone and webcam for each session. This includes testing my equipment before class begins
2. I will be proactive about seeking help from the instructor and other participants regarding course issues and OIT for technical troubleshooting. To help all in the course, I will share what I know with others who post questions on the "I need help!" Blackboard asynchronous Discussion Forum.
3. I will engage in course activities with confidence.
4. I will be open-minded and share my own ideas as well as listen to ideas that others share about themselves and my work even when at times they may be difficult advice.
5. I will be responsive and communicative to other participants through email, asynchronous discussion, and during synchronous sessions. I will check asynchronous discussions often because it can be quite active. I will respond to peers in a timely manner. In this communication, I will remember that not all participants will be aware of terms and abbreviations within specific fields because we share a diverse professional background.
6. I will be self-disciplined and take charge of managing my own learning by making the time to read, participate, and reflect on course activities.
7. I will be mindful to others during synchronous sessions and limit behaviors that may distract others during synchronous sessions such as excessive text-based chatting and exposing others to background noise through the microphone.
8. I will raise my hand during synchronous sessions both in the main room and breakout rooms before I take control of the microphone and video. When I am done speaking I will turn off both devices. When speaking to the whole class or in small groups I will be to the point and communicate ideas that add to the discussion.
9. I will be honest, respectful, and open while interacting with other participants.
10. I will take a moment to reflect on my actions before I act on them. I will take the time to think before responding to others both on the asynchronous forums and during synchronous sessions. I will remind myself that in the online course format it can be difficult to take back my actions or clarify misunderstandings.
11. I will be patient and flexible with unexpected technology issues that may occur for the class or any member of our virtual community.