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| **Leader/Manager**  **“I’ll help everyone work together to learn.”**   * Ask for volunteers for each job; assign when appropriate. * Read the procedure carefully before lab. * See the big picture; help others to see it too. * Be sure everyone is wearing appropriate shoes and PPE. * Make sure that everyone understands his role in the procedure and knows how and when to do his job. * Keep everyone on task. * Facilitate setup and data collection. * Make sure each group member carries out his job. Remind, when necessary. * Be proactive and look for ways you can help your group. * Manage time. * **Participate actively!** |  | **Leader/Manager**  **“I’ll help everyone work together to learn.”**   * Ask for volunteers for each job; assign when appropriate. * Read the procedure carefully before lab. * See the big picture; help others to see it too. * Be sure everyone is wearing appropriate shoes and PPE. * Make sure that everyone understands his role in the procedure and knows how and when to do his job. * Keep everyone on task. * Facilitate setup and data collection. * Make sure each group member carries out his job. Remind, when necessary. * Be proactive and look for ways you can help your group. * Manage time. * Participate actively! |
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| **Reader**  **“Okay, I’ll read the activity aloud for everyone.”**   * Skim the activity soon as you receive it. * If there is anything you need help with, ask the Communication Specialist for help. * If the Communication Specialist does not know, he should ask another group first and then ask the teacher. * Read every word in the activity carefully, out loud, so that everyone sees and hears the same information. * Read at a speed that allows everyone to follow along and process the information. * Stop to re-read or answer questions if anyone asks. * Reach an agreement with group members before anyone writes anything down. * Be sure everyone is wearing PPE as needed and behaves safely and responsibly. * **Participate actively!** |  | **Reader**  **“Okay, I’ll read the activity aloud for everyone.”**   * Skim the activity soon as you receive it. * If there is anything you need help with, ask the Communication Specialist for help. * If the Communication Specialist does not know, he should ask another group first and then ask the teacher. * Read every word in the activity carefully, out loud, so that everyone sees and hears the same information. * Read at a speed that allows everyone to follow along and process the information. * Stop to re-read or answer questions if anyone asks. * Reach an agreement with group members before anyone writes anything down. * Be sure everyone is wearing PPE as needed and behaves safely and responsibly. * **Participate actively!** |
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| **Technician**  **“What do we need? I’ll get it.”**   * Make sure each lab table has enough equipment and chemicals for **both** teams. * Be sure everyone is wearing goggles, apron, or other needed PPE. * Be sure everyone knows how to use every piece of equipment. * Perform the experiment. * Be sure each person has recorded data in his/her lab book. * If something is spilled or misplaced, clean it up or return it to its home. * When your group is finished with a piece of equipment, clean and return it immediately. * Work with the Cleanup Supervisor to be sure all materials are put away properly at the end of the lab. * **Participate actively!** |  | **Technician**  **“What do we need? I’ll get it.”**   * Make sure each lab table has enough equipment and chemicals for **both** teams. * Be sure everyone is wearing goggles, apron, or other needed PPE. * Be sure everyone knows how to use every piece of equipment. * Perform the experiment. * Be sure each person has recorded data in his/her lab book. * If something is spilled or misplaced, clean it up or return it to its home. * When your group is finished with a piece of equipment, clean and return it immediately. * Work with the Cleanup Supervisor to be sure all materials are put away properly at the end of the lab. * **Participate actively!** |
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| **Communication Specialist**  **“I’ll get answers to our questions and report what we learn.”**   * Record discussion clearly and as completely as you can once your group has reached consensus. * Read back what you have written after each decision so group members can help edit as needed. * Ask questions of the teacher as needed. * Interact with other groups to compare results. * Remind each group member of his responsibility to record his own data in his lab notebook during lab. * Report your group’s findings to the class. * **Participate actively!** |  | **Communication Specialist**  **“I’ll get answers to our questions and report what we learn.”**   * Record discussion clearly and as completely as you can once your group has reached consensus. * Read back what you have written after each decision so group members can help edit as needed. * Ask questions of the teacher as needed. * Interact with other groups to compare results. * Remind each group member of his responsibility to record his own data in his lab notebook during lab. * Report your group’s findings to the class. * **Participate actively!** |
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| **Cleanup Supervisor**  **“I’ll guide cleanup so that we leave our table neat for the next group.”**   * Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS012494.pngThe Cleanup Supervisor is *in charge* of cleanup, not *doing cleanup* alone. * Work with the Technician so that you know where everything “lives”. * Assign tasks to other group members:   + Clean and return equipment.   + Wash and dry glassware.   + Properly dispose of all chemicals   + Clean the sink.   + Straighten up and wipe countertops.   + Be sure all PPE is stored correctly and neatly.   + Check storage cupboard at lab table to be sure equipment is all there and in it’s place. * Be aware of cleanup that can be done while other work is occurring to save time later. Help others see this too. * **Participate actively!** |  | **Cleanup Supervisor**  **“I’ll guide cleanup so that we leave our table neat for the next group.”**   * Macintosh HD:Applications:Microsoft Office 2011:Office:Media:Clipart: Household.localized:LS012494.pngThe Cleanup Supervisor is *in charge* of cleanup, not *doing cleanup* alone. * Work with the Technician so that you know where everything “lives”. * Assign tasks to other group members:   + Clean and return equipment.   + Wash and dry glassware.   + Properly dispose of all chemicals   + Clean the sink.   + Straighten up and wipe countertops.   + Be sure all PPE is stored correctly and neatly.   + Check storage cupboard at lab table to be sure equipment is all there and in it’s place. * Be aware of cleanup that can be done while other work is occurring to save time later. Help others see this too. * **Participate actively!** | |
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| **Document Control**  **“Let me see if everyone has finished this question before we move on.”**   * Get papers and other materials needed by each member of your group. * Make sure everyone comes to a basic agreement on most answers before anyone writes anything down. * Help everyone write answers that are clear and complete. * Help group members file their work in their notebook, OR * Collect and turn in work from each group member as requested by teacher, OR * Remind/assist group members to correctly name and share their work electronically, as directed. * **Participate actively!** |  | **Document Control**  **“Let me see if everyone has finished this question before we move on.”**   * Get papers and other materials needed by each member of your group. * Make sure everyone comes to a basic agreement on most answers before anyone writes anything down. * Help everyone write answers that are clear and complete. * Help group members file their work in their notebook, OR * Collect and turn in work from each group member as requested by teacher, OR * Remind/assist group members to correctly name and share their work electronically, as directed. * **Participate actively!!** | |
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| **Time Manager**  **Purpose: Keep the work moving so the job is completed on time**   * Calculate time needed for each task: procurement, set up, and cleanup. * Note requirements for hot water baths, etc. that may need to be set up prior to beginning work. Communicate with Leader to assign jobs. * Don’t allow anyone to begin work until everyone is wearing PPE including appropriate shoes. * Make sure each step happens at the proper time * Give time alerts to let everyone know how much time is left. * Alert group when it is time to clean up. * **Participate actively!** |  | **Time Manager**  **Purpose: Keep the work moving so the job is completed on time**   * Calculate time needed for each task: procurement, set up, and cleanup. * Note requirements for hot water baths, etc. that may need to be set up prior to beginning work. Communicate with Leader to assign jobs. * Don’t allow anyone to begin work until everyone is wearing PPE including appropriate shoes. * Make sure each step happens at the proper time * Give time alerts to let everyone know how much time is left. * Alert group when it is time to clean up. * **Participate actively!** |
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