# Synopsis on Group Collaboration Guidelines

**Visit our website at [www.hol.edu](www.hol.edu) and read the complete requirements for participating in [Group Collaboration](#).**

**Group Collaboration Goals:**
Group collaboration aims to share knowledge, perspectives, and experiences to maximize productivity and success by collectively engaging and creating a better learning experience. Our courses are designed to move you forward in the learning process from beginning to end, and you are expected to work together sequentially. It is a shared accountability for the success of the group.

**Expectations:**
Participants will work together to enhance their learning experience by communicating effectively, discussing each collaborative assignment, and sharing ownership for collaborative assignments. The group will designate a leader and notetaker.

**Group Leader Responsibilities:**
The Group Leader is the first to register. Verify that each member has registered within two weeks from the group leader's registration date, and input four (4) group meeting dates and times. Distribute assignments equally amongst group participants and discuss **[Group Collaboration Guidelines](#)**.

**Group Notetaker's Responsibilities:**
Record the times, dates, and attendees for each meeting. Take notes throughout the meetings and share the notes with group members.

**To Register for Group Collaboration:**
Participants must register at either the **400 or 500** level. Clock Hours, PDUs, CEUs, or Act 48 levels are not permitted. The group leader must register first, and all group members **must register** within two weeks from the group leader's registration date using the **unique invite link.**
Groups are limited to four (4) total participants. You may join up to (3) three collaborations per calendar year.

**Participants Responsibilities:**
Each group member must read and comply with the **[Group Collaboration Guidelines](#)**. Participants **must read** all assignments and required materials and attend all **group meetings** during which the assignments, readings, videos, etc., are discussed; meetings can be conducted via teleconference or live.

**Assignment Protocol:**
**Prior to the group meetings**, each participant must read the assignments and the required reading materials, view all videos, and listen to all audio.
For each assignment, the person authoring the assignment leads the group discussion. Assignments must be **completed sequentially.**
    **Section A:** Information Acquisition assignments are divided equally among group members unless marked as "All."
    **Section B:** Learning Application assignments are divided equally among group members, except for Lesson Plans, Blogs and implementation (putting into practice) assignments, or marked "All."
    **Section C:** The Integration Paper is completed by each group member.
Group members remain active, and all members must complete the course simultaneously. Grades will be awarded after all assignments have been completed.

**Non-Compliant Group Member:**
Should a complaint be lodged against a group member, the group has the right to vote the non-compliant member out. The Group Leader will notify registrar@hol.edu and the instructor. The non-compliant member will have to complete the course independently, and the remaining group members will distribute the assignments and may not use the non-compliant member's completed work.

**Group Extensions:**
All group members must apply for an extension a minimum of one month prior to the due date.
To request an extension, contact [registrar@hol.edu](mailto:registrar@hol.edu). Extensions are granted once all members have paid their $20 extension fee, and the course due date will be updated for an additional 6 months.

**Instructor's Discretion:**
Some instructors may be open to your suggestions regarding changes. Please connect with your instructor if you wish to have something altered and give a logical and reasonable explanation.