**Group** **Leader:** All group members must register with The Heritage Institute (THI) before the first

group meeting.

**Before** **starting:** The group leader will complete this form showing the group members' names, the course title, scheduled meeting times, and show who is responsible for each assignment. Email to the instructor.

**Each participant** must complete all of the required readings and video viewing.

**Email** **assignments** to the instructor throughout the course as indicated in the syllabus.

**All** **participants remain active** in the group and complete the course at the same time.

**Each** **participant must complete these assignments independently:**

* Introduction (Assignment #1) – Before the course begins. (In the Learning Acquisition Section)

(Also, you must complete your introduction before moving on to other assignments)

* Lesson plan (creation) (In the Learning Application Section)
* Integration paper (In the Learning Application Section)

**Assignments:**

* For each assignment, the person authoring the assignment leads the group discussion and

incorporates the group member(s) ideas into the write-up.

* Each participant will submit their designated assignments, not the group leader. The assignment heading needs to include the author’s name, course number, course title, and assignment number.

Upon completing the course by all participants, the group leader must send this completed form along with the

Integration Papers to the **instructor** and the Registrar, registrar@hol.edu

**Individual Grades**: Grades will only be processed once all of the assignments have been completed by all participants.

**Note:** Be sure each participant's name is on all of the assignments they authored.

 **Meeting Dates – To Indicate Meetings Attended By Each Member \*\***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Group Member Name:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Assignment Numbers - Written by:** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**\*\*** Minimum of 4 meetings must be held

**\*\*** Each group member must attend at least 75% of Meetings; that is a minimum of 3 meetings in which content is
 discussed.