

ASSIGNMENT CHECKLIST – TEAMWORK

The Office of Institutional Effectiveness is using the Teamwork Assignment Checklist to aid instructors in designing assignments that engage students in the core objective of Teamwork. Teamwork is defined as “ability to consider different points of view and to work effectively with others to support a shared purpose or goal”. (19 Tex. Admin. Code. §4.28).

Students enrolled in assessed courses will receive the [Teamwork Survey](#) at the end of the semester in Qualtrics. The related questionnaire sections are identified in parentheses. In Spring 2026, the Teamwork Survey will be available to sophomores and juniors who are enrolled in core courses from March 24 through May 11.

THE ASSIGNMENT DIRECTS STUDENTS TO:

- ☐ Work with a group of two or more classmates (General Experience)
- ☐ Complete a task complex enough that all group/team members must engage (Group Functioning and Self-evaluation & Reflection)
- ☐ Set expectations and responsibilities for each group/team member (Group Functioning)
- ☐ Share their opinion (Self-evaluation & Reflection)
- ☐ Help group/team members engage in the group/team (Self-evaluation & Reflection)
- ☐ Consider multiple perspectives (Group Functioning and Self-evaluation & Reflection)

REFLECTIVE COMPONENTS:

- ☐ Reflect on how their teamwork skills grew and/or what they learned about working with others (Self-evaluation & Reflection)
- ☐ Reflect on how differing opinions shaped their understanding (Self-evaluation & Reflection)
- ☐ Reflect on how teamwork skills developed in this assignment can be applied to different contexts (Self-evaluation & Reflection)
- ☐ Reflect as a group on how they are working together, not just what they are producing (Group Functioning)

QUESTIONS? Contact us at IEoffice@central.uh.edu.

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