AVOID PITFALLS OF STUDY GROUPS

- **Choose your study group wisely:**
  - If you are not assigned into a group, it's a good idea to pay attention to your classmates before you set up a study group. Ideal participants will be reliable (Are they in class at each session? Do they arrive on time?), prepared (Do they have their homework done when it’s due? Are they able to ask questions about the material and give input in class?), cooperative, and available (Someone with no time outside of class is not going to be a productive member of a study group).

- **Keep on task when you meet with your group:**
  - Personal issues or other stresses should not be discussed when you need to be working on course material.

- **Set goals for your group:**
  - Do you want to cover all of a chapter before a quiz or test? Clearly state your goal and break it down so each group member has something to do to contribute. If you have a big project, give group members a chance to volunteer for work they're good at or more comfortable with. If there's something no one in the group likes to do, break it down into smaller parts so no one person is stuck with unpopular tasks.

- **Communicate with each other:**
  - clarify what needs to be done, timelines, meeting places, etc. Having a facilitator who follows up with each group member helps keep everyone on track.

- **Do not carry group members who don't participate:**
  - Keep documentation of what is going on with a non-participative group member. If they have consistently missed study sessions, and not done the work they agreed to do, the rest of the group may opt to vote them out. Clarify with your instructor what his or her policy is on this, and notify him or her of your decision if necessary. Reorganize remaining group members ASAP.

- **Do not let a single group member control your progress:**
  - Everyone needs to participate fully to be a successful group. Make sure each member is comfortable with your progress at each meeting and that you are all in agreement about what to do next.