

## **The Heritage Institute (THI) Group Collaboration Guidelines for Distance & Online Courses**

THI encourages collaboration among teachers taking our distance and online courses.

Research supports what teachers already know: working collaboratively with other teachers enhances professional development, collegial relationships, builds awareness of research-based practices and reforms, increases knowledge of school-wide issues, and improves teachers' capacity to undertake instructional improvement.

Make your learning experience in a collaborative group as effective as possible by observing the following guidelines:

1. You **must** register at the **400 or 500 level** for University Continuing Education Quarter Credit prior to the first meeting. (Clock Hours and PDUs do not qualify for group collaboration.)
2. A group leader should be selected who emails the names of all group participants and the name of the course being taken to both the course instructor and to **The Heritage Institute Registrar** prior to the first group meeting.
3. The group may contain no more than 4 group members.
4. There should be a minimum of 4 group meetings during which the course content is discussed.
5. Each participant must attend at least 75% of the group meetings (a minimum of 3 if 4 meetings).
6. You may join *three* collaboration groups per calendar year.
7. All participants are to remain active in the group and are to complete the course at the same time.
8. *Each group member will individually complete all of the required readings and/or viewing assignments for the course. (Information Acquisition, Part A.)*
9. *Group members will divide equally the total number of assignments from the Learning Application section, Part B.*
10. *Each group member will individually complete a Learning Application (Part B) activity, or lesson preparation assignment with implementation. Remaining Learning Application assignments will be divided among the group.*
11. For Driving Tour courses, each member must visit all the sites required in the syllabus.
12. The group leader will send the assignments to the instructor as indicated in the syllabus.  
NOTE: The authoring group member's name must be on the assignment(s) they authored.
13. Each group member will author their own unique Integration Paper.
14. For online courses each participant must post a response for all assignments in their individual online response boxes.
15. To receive University Credit: each member is to abide by these Guidelines and complete the course; the group leader is to send the completed **Group Collaboration Documentation Form**, along with all participants' Integration Papers to the instructor.
16. Your instructor may revise these policies on a course-by-course basis and will notify The Heritage Institute Registrar (registrar@hol.edu) of the changes.

Thank you for observing these policies. We wish you a beneficial learning experience while studying curriculum offered by The Heritage Institute in a collaborative group.

You can download these revised [Group Collaboration Guidelines](#) to your desktop in a one-page PDF document.