

CODE OF CONDUCT – GROUP WORK

Working in groups is part of how most workplaces operate, and thus it is very beneficial to have experience with group work. However, it can also be very frustrating as you might have different ambitions, work methods, ways of communicating etc.

Based on our experience, we advise you to talk together and write down your agreements with inspiration from this code of conduct.

INTRODUCTION - YOU DON'T KNOW EACH OTHER WELL - SHARE INFORMATION

Members of the group:

- Who are you?
- Where are you from (town in Denmark or country)?
- What have you studied before?

WORKFLOW IN THE GROUP

- When do you prefer to work? (*E.g. 8-16:00 or evenings*)
- How do you prefer to work?
- Do you have vacation or a student job that you and your group have to consider in terms of deadlines?
- How your group communicate? (*E.g. Messenger, WhatsApp, or mail*)
- How will you ensure that you share knowledge?

LEARNING GOALS

- What do you want to learn? (*E.g. a programming tool, collaboration with a company, change roles or responsibility in the group*)
- What are your ambitions? (*E.g. top grade or to do research in a new field*)

PRACTICAL MATTERS

- Is your cell phone in silence mode when doing group work?
- How long are breaks?
- Any fines if you are late? (*E.g. paying to a penalty jar*)

ETHICAL PRINCIPLES AND CORE VALUES

Discuss and define your principles and values, e.g.:

<i>Honesty – e.g. when giving feedback</i>	<i>Integrity</i>	<i>Trustworthiness – e.g. when taking responsibility</i>	<i>Courage – e.g. when discussing academic topics</i>
<i>Respect for others</i>	<i>Responsibility</i>	<i>Accountability</i>	<i>Obedience to the law</i>
<i>Empathy</i>	<i>Teamwork – e.g. when working on different parts of the project</i>	<i>Commitment to the code</i>	<i>Etc.</i>

DECISION MAKING AND THE CODE OF CONDUCT

- How does the group make decisions?
- Does it comply with the code?
- Does it respect the rights of others?
- Does it comply with behaviour styles in your group?

If you are unsure about any of the answers, then ask the group.

DISAGREEMENTS OR CONFLICTS

- How will you speak up if you disagree with your group members?
- How do you normally act if you are in a conflict? For example, do you avoid a conflict as it makes you feel uncomfortable/upset or do you not take it personally and focus on the goal?

Good luck on your group work!

***“Coming together is a beginning,
staying together is progress,
and working together is success.”***

Henry Ford