Division of Labor Worksheet

Directions: Each group will be required to complete this handout and turn it in with their final project. In addition, each group member will complete evaluation forms that assess the work habits and actual contributions of other group members.

1. List the names of all group members in the space below.

   Member 1:  
   Member 2:  
   Member 3:  
   Member 4:  

2. List the work that each member will be responsible for in the space below.

   Member 1:  
   Member 2:  
   Member 3:  
   Member 4:  

3. Describe briefly how each member of the group will contribute to the group’s presentation to the class.

   Member 1:  
   Member 2:  
   Member 3:  
   Member 4:  