

# GROUP PROJECTS & PROFESSIONAL COMMUNICATION

A RESOURCE PROVIDED BY THE LPTS ACADEMIC SUPPORT CENTER (ASC)

***Clear Communication. Shared Responsibility. Strong Outcomes.***

Graduate-level group work mirrors real-world collaboration. Success depends on how you communicate, contribute, and manage expectations.

## **1. Start with Clear Expectations**

At your first meeting, align on:

- Project goals
- Roles and responsibilities
- Communication method
- Internal deadlines
- Meeting schedule
- Clarity early prevents confusion later.

## **2. Define Roles & Accountability**

- Assign clear roles (coordinator, researcher, writer, presenter).
- Agree on who is responsible for what, when tasks are due, and how work will be reviewed.
- Shared responsibility requires individual accountability.

## **3. Communicate Professionally**

Be clear, timely, and respectful.

- Be direct and specific
- Respond within a reasonable timeframe
- Address concerns early

Example:

Instead of: "This isn't working."

Try: "Can we revisit our timeline to stay on track?"

## 4. Stay Organized

Use shared tools (Google Docs, Word Online, group messaging, task lists).  
Keep materials in one place. Organization reduces stress.

## 5. Address Challenges Early

Communicate directly with your group. Focus on the task, not the person.  
If needed, involve your professor. Do not wait until the deadline.

## 6. Contribute Consistently

- Complete tasks on time
- Communicate delays
- Come prepared
- Consistency builds trust.

## A Professional Mindset

Group projects are practice for leadership and collaboration in your field. Approach them with intention.

## Need support?

The Academic Support Center can help with project planning, communication strategies, time management, and accountability.

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## The Academic Support Center (ASC) supports students with various aspects including:

- Academic Writing
- Study Skills
- Academic Honesty
- Strategic Reading
- Ordination Support
- Career Mapping
- Citation Support
- ADA Academic Accommodation
- Critical Thinking & Analytical Skills Development



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The ASC is a drop-in center located in the E.M. White Library, Room 108, and also available by appointment in person/online!

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