Teacher Notes: How to Assign Roles and Responsibilities

The activity is a classic example of "everyday leadership." As a leader, it's not only about elections, big speeches and holding an important title. Leaders are judged in the little moments like how well they can direct a team towards a common goal.

In the activity, students learn to assign tasks in a clear, concise fashion.

Learning outcome:

Students will learn to organize a set of complex tasks and make sure every team member knows his/her role.

Notes for the exercise:

- It's best for students to draw upon their own projects to learn how to assign roles and responsibilities. Examples:
    - Class assignment in which multiple students have responsibilities
    - Project related to a club or organization
    - Upcoming event that has several logistical pieces to manage
- Discuss the importance of the use of "us" in an email to show team members the leader is also hard at work and part of the group.
- Encourage the students to be specific in their directions. Note how, on page 26 in *Wait, How Do I Lead My Team?*, the line reads:
    - **"Damian**: Manage the research component and report back to us on the survey findings by July 12."
        - "July 12" is more specific than "report back to us on the survey findings when you can." Leaders need to set expectations and hold team members to deadlines.

Question to ask the group:

- Which people on your team received tasks? What are the tasks?
- What kind of specific language did you use in your assignments (ex: "report back to us…by July 12")?
- How did you incorporate the word "us" so everyone – even you as the leader – feels part of the process?

Skills the Students Learn	Common Core: Standards for Literacy in Science and Technical Subjects
Self-representation	Introduce a topic and organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a unified whole; include formatting (e.g., headings), graphics (e.g., figures, tables), and multimedia when useful to aiding comprehension.
How to act in a professional manner	Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
How to write with attention to detail	Use words, phrases, and clauses as well as varied syntax to link the major sections of the text, create cohesion, and clarify the relationships between claim(s) and reasons, between reasons and evidence, and between claim(s) and counterclaims.