



# ***STUDY GROUPS 101***

## **ORGANIZING YOUR GROUP**

How often will your study group meet—once a week, twice a week, more or less?

How long will you meet during each study session? When will you allot time for chitchat, review, questions, summary of the session, planning for the next session?

What will you try to accomplish in each session?

Where will your study group meet? Is the location convenient and comfortable for every member of your group?

Will your group have a leader? Who will that person be? The same person each week? A different person each session? One person for one part of a session, another for another part of a session based on talents? What should the leader be responsible for during a session? What should the leader not be responsible for during a session?

Who will be the organizer for your group? One person? A different person each session? Who will watch the clock during the session, take notes, keep track of phone numbers, remind people of meeting times, keep track of your progress and goals?

How will you make changes in the organization of your group if needed?

When will you discuss ways to improve, change, or rearrange your study sessions or strategies? How will you address conflict when it occurs in your group?

## **STUDYING IN YOUR GROUP**

What will you work on during a session?

Will you do the work in advance and bring your work to discuss with the group or will you work on producing something during the session?

Will every member be prepared for every meeting? In what way?

Will you take turns doing problems, asking questions, reviewing material, during a session or during the course of the semester? Who will be in charge of covering what, when?

How much will you try to cover during a session?

How will you go about studying that material? Will you approach the material the same way or various ways during a session? Every week?

How will you determine how fast or slow to go with the material? How will you decide when it is time to move on or time to review?

Currently, what methods can you list for studying this kind of material?

Do you need to learn or try more or different strategies?

Who is good at what in your group?

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*Source:* Duke University, Academic Skills Instructional Program  
(<http://aaswebsv.aas.duke.edu/skills/>)