

Weekly Briefing Assignment

Each group is required to submit a written report on its progress toward completion of the term project. Each week, one or two members will be assigned the responsibility of reporting the group's activities. Specifically:

- The briefing should account for the actions of each member of the group. Each person, including you, must be identified by name.
- The briefing should include any significant findings, problems or issues encountered by the group during the previous week.
- Because the briefing's contents are confidential, it is an opportunity for the writer to share his or her thoughts about the performance of individuals within the group, the client or any other aspect of this course.
- The briefing is also an opportunity for the group to ask your professor any questions that it may have about the assignment.

Each briefing must be a minimum 150 words. The briefings are to be e-mailed to Professor Guth (dguth@ku.edu) by midnight each Friday. Please send WORD or PDF files.

Each briefing is worth 25 points and will be graded on spelling, grammar, the degree of detail and adherence to the requirements of the assignment. There is a five- point late penalty; with five points added for each additional business day the briefing is late.

Each group member is required to submit two weekly briefings during the course of the semester. It is up to the group to decide the schedule for submission of these reports. The group will incorporate its weekly briefing schedule into the Group Organization Contract Assignment. The group may not amend this schedule without prior approval of Professor Guth. Requests to amend the group contract must be submitted in writing

During the Spring 2012 semester, the first day that weekly briefings are due is Friday, February 10. The last day weekly briefings are due is Friday, April 27. No weekly briefings should be scheduled for the week ending Friday, March 15 (Spring Break).

In order that everyone has an opportunity to submit two briefings, it may be necessary for two people to submit separate briefings some weeks. However, every week of the reporting period must be covered before the group is permitted to double-up on a particular week. No more than two people from the same group are permitted to submit briefings in any given week. No person will have to submit more than two weekly briefings during the course of the semester.