PUTTING PEER NETWORKS TO WORK:  
STUDY GROUP FORMATION

TIPS:
1. Four people in a group is generally a good number.
2. Assign each person a role and alternate every week, i.e. recorder, facilitator, timekeeper, summarizer, etc.
3. Have a clear agenda for the study session, decide what material or range of material you will cover.
4. Choose a START and END time.
5. Study for 2 hours at a time MAX with regular study breaks. Note that this does not mean only study for 2 hours in total.
6. Agree to do the readings, practice problems/sets…ahead of time and come prepared.

WEEK: _____    CLASS: __________________    PURPOSE OF MEETING: ______________

MEETING DATE/TIME/LOCATION: ______________    MY ROLE: ______________

CONTACT INFO:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Before the study group meets each member should do or complete the following:
___________________________________________________________________________

Agenda Item/Topic #1: ________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Agenda Item/Topic #2: ________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Agenda Item/Topic #3: ________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

THINGS TO REMEMBER FOR NEXT TIME: _________________________________________
___________________________________________________________________________

Next Study Group Session: _________________________________________________