

TEAM CONTRACTS- TEMPLATE

All teams will develop a contract for group work. This contract will outline the goals, expectations, and procedures that all members of the group agree on. Below are the items that need to be in the contract.

You may format your contract however you wish—many groups might choose to use the headings below to format their contract, but other formats are acceptable as well. The final contract must be typed and printed and all group members and the professor must be given a signed copy.

GOALS

In this section you should identify what the *collective* goals of your group for this project are. *Collective* goals are goals *everyone* in the group can agree on. Your goals might include what you want on your final project grade, but they should also include more substantive goals, such as the quality of the final project you all expect, or if you want to strengthen skills you already have, or try to learn new skills? Select two to three goals that are a priority for your group.

Optional: you might also each also agree on letting each individual group member identify a personal goal that they everyone agrees they can accomplish with this project. This can help when splitting up tasks, since you can focus on assigning tasks to members in a way that can help them achieve their individual goals.

EXPECTATIONS & POLICIES

It is important to collectively establish expectations of working in a group in order to help you achieve your goals. Be sure to address your expectations and policies regarding the items below; you may also add more if your group decides.

ATTENDANCE & DEADLINES

Group meetings are required. What is the expectation in terms of the number of meetings that can be missed, how to notify others if you will be absent or tardy on a deadline, etc.

COMMUNICATION

Identify the basic decision making processes and how you will communicate. For communication, you would outline basic things such as politeness, letting others speak, whether it is okay to discuss a group member's performance when they aren't there, etc. You should also address preferred form of

communication outside of class (email, texting, a combination?), expected response time, and if there are forms of communication that will not be used at all. Whatever you agree to let's all group members know what contact details they need to share and check regularly. How will decisions be made—will you use a democratic procedure or complete consensus? Will all members have to agree or just those in attendance? Deciding these things now will make decision making easier if there are points of disagreements in the future.

ROLES

All groups must establish two roles—Communicator and Treasurer. The Communicator should be primarily responsible for reaching out to the professor on behalf of the group project. This allows the professor to have a solid point of contact in each group and maintains a single conversation to address questions rather than having multiple points of contact within a group. (Other members can of course contact the professor as well if they have any questions/concerns). The Treasurer is in charge of filling out any paperwork or emails related to reimbursements or budgeting for the group.

If other roles are desired (such as a Secretary to take notes in meetings, etc.) you may also establish these roles.

CONSEQUENCES

How will you address issues when a group member does not uphold the agreed upon expectations and procedures? Come up with a clear process for how you will discuss it with each other and at what point you will contact the professor to have additional assistance with the issue or group member.

SIGNATURES

All group members should sign and date the team contract and a copy should be provided to all students and the professor.