

**Team Contract**

1. **Team Members:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Name** | **Email** | **Skype (Best time to Skype)** | **Phone Number** |
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| **Name** | **Strengths** | **Areas of Needed Growth** | **How will you compensate for your areas of growth for the sake of the team** |
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1. **Roles and Responsibilities**

**Each individual is in charge of DOCUMENTING THEIR PROGRESS EACH DAY IN THE GROUP’S PROJECT MANAGEMENT LOG. Each individual is responsible for submitting the completed Project Management Log at the end of each project. This is not negotiable and can greatly impact your collaboration grade.**

**Guiding Questions**

1. Who will check final products against **RUBRICS**?
2. Who will check to see that all images, slides, paragraphs or other resources have **CITATIONS**?
3. Who will **PROOFREAD** all work (grammar & spelling) and/or **CHECK** calculations?
4. Who will be in charge of making sure your group is ready (practiced) for the **ORAL PRESENTATION**?
5. Who will be in charge of **SUBMITTING** any or all group documents?
6. Who will be in charge of revisiting the need to knows and crossing out or adding to the list.
7. Who will be in charge of making sure the group is following all group norms?

***Add any additional roles that you find necessary.***

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| **Name** | **Primary Role in the Group** | **Responsibility of Roles** |
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**Group rules (Please be specific and write complete sentences)**

1. **Team Agreements**
2. **Each team member must fulfill his or her individual duties every day.**
3. **Each team member must complete all in class and homework assignments as assigned.**

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| ***Please add additional agreements here:*** |

1. **Group Norms**

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| ***Please agree on any other norms your group will follow in addition to our school norms here:***   1. ***Adhere to all school norms*** |

1. **Absence from the Group Policy (This is not negotiable)**
2. **It is not up to the group to tell you what to do when you are absent.**
3. **You must check in with your group and let them know you are out, and take care of your responsibilities without waiting to be told what to do.**
4. **Absence does not excuse you from your responsibilities to the group.**
5. **Accountability**

*List the process in which your team will go through in order to* ***hold each other accountable*** *for the agreements. Please note that if your team decides that members may be removed from the group, you* ***must*** *be able to**demonstrate that the team has taken appropriate steps to intervene (such as documented warnings, intervention with facilitator to discuss concerns, etc).*

**WORK POLICY**

How will the group work together?

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How will each member stay on task, and what will the team do if someone is off task?

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How will a team member respond if he/she is asked about being off task?

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What will you do when a team member does not do his or her assigned work?

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**DECISION MAKING POLICY**

How will the team make decisions together?

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What will the team do if a decision is reached and a team member does not follow it?

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**PRESENTATION POLICY**

What is your presentation Policy? How will team members dress and behave? How will you prepare to present?

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What will the team do if a team member does not follow this policy?

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**TEAM MEMBER DISMISSAL**

1. **You must have a facilitator intervention prior to firing a team member.**
2. **Upon dismissal team member is entitled to group products leading up to dismissal date, but all future assignments are to be completed as an individual. Individuals dismissed from the group may not form or join another group.**
3. **All warnings and interventions must be documented on the Project Management Log. This is critical!**

What is your dismissal policy? How many warnings will you give?

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Who will be responsible for documenting warnings on the Project Management Log?

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Who is responsible for letting the facilitator know a warning has been given and/ or you need an intervention?

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What should happen to team members if they do not follow the contract and hold each team member accountable?

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1. **Team Signatures**:

**Name:** **Signature:**

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