

## Team Model and Creation Process

ACIT/COMP 2910 teams have the following characteristics:

- each team will have exactly 5 members
- in cases where the number of students in the course is not divisible by five, a few 6 person teams will be created, at the sole discretion of the instructor
- the instructor reserves the right to move students between teams for any purpose required to ensure successful execution of the course
- students who are not able to find teams will be placed in teams by the instructor
- once teams are created students are expected to work and collaborate with their team members for the duration of the course
- you cannot quit or leave a team except by withdrawing from the course or by changing teams as described below
- teams are scheduled into various lectures and labs; attendance is mandatory for all scheduled sessions
- teams are required to work together outside of the scheduled lecture and lab hours to complete assignments and missions; again, attendance at all team study and/or work sessions is mandatory
- students who do not attend and work with their team will receive a failing grade as per the BCIT attendance policy

To create teams:

- teams are created on the first day, immediately following the first lecture
- students who are not present for team selection will be assigned to a team (unless previous arrangements have been made with the instructor)
- the process for team selection is as follows:
  1. students obtain a "Team Selection Form" from WebCT
  2. students complete the form with the specified student and team information
  3. students save their completed form as "**Team Selection Form (A00876543).xls**", where the BCIT in the name is the ID of any one of the students on the team
  4. each team submits ONE copy of the form to the "**Incoming Team Forms**" folder in the 2910 folder on Sharein, on or before 3:00pm on the first day of class
  5. all students must have their name on a submitted form, even if they do not have a team (ie: if you cannot find a team, submit a form with just your own information on it, and you will be assigned to a team)
  6. forms that are submitted late, regardless of reason, will not be accepted
  7. using the submitted forms as a guide, the instructor will create and adjust 5 person teams
  8. the instructor will assign each team to a "color group" (for scheduling purposes)
  9. there will be four groups: red, blue, green, and purple, with each group having approximately 6 teams
  10. the instructor will assign a faculty supervisor to each team
  11. the final team and color designations will be posted on WebCT before 5:00pm on the first day of class
- students must check their team assignment after 5:00pm on the first day, as classes start at 8:30am on the second day, and you need to know where to go
- schedules for the first two weeks will be posted after 3:00pm on the first day

Changing teams:

Students may change teams at one time, and one time only, as follows:

- students may change teams only on Friday of the first week of class
- students may only change teams by switching spots with another student
- both students must agree to the team change, or it will not be allowed
- the other members of the affected teams must unanimously agree to the change

- the only way to change teams is to swap with another student. a student cannot move to another team to fill a vacant position
- to switch teams you must:
  1. complete a "Team Change Request" (available on WebCT)
  2. submit the form via email to the course instructor, after 8:30am Friday and before 12:00noon Friday of the first week
  3. all team changes will be approved or rejected by the course instructor prior to 5:30pm Friday of the first week
  4. the course instructor does is not required to provide a reason for rejecting a change request

#### Trading supervisors:

- teams are initially assigned a supervisor (on the first day)
- teams are able to trade supervisors with any other team, as long as this is completed before the end of the third day of class (the course instructor as well as both affected supervisors must be informed by email)
- the process for changing supervisors is
  1. complete a "Supervisor Change Request" (available on WebCT)
  2. submit the form via email to the course instructor, *and both affected supervisors*, after 5:30pm Monday and before 12:00noon Wednesday of the first week
  3. all supervisor changes will be approved or rejected by the course instructor prior to 5:30pm Wednesday of the first week
  4. the course instructor does is not required to provide a reason for rejecting a change request