

Designing Team Contracts

You may find it helpful to have your students sign team contracts. Follow these guidelines to include students in developing the contracts. You can find a [sample contract here](#).

Sample Contract Format Options

1. Give the students a nearly completed contract. Have teams fill in their task list and norms.
2. Using the guiding questions listed here facilitate a class discussion that leads to the development of a contract.
3. Give students a form with open-ended questions. Have teams fill in the form.

Sample Guiding Questions

1. Who is on the team?
2. What will we create?
3. What is each person's task?
4. When are the items due?
5. What is each person's role within the team?
6. How will we assess our team's performance during the project?
7. What are the team norms?
8. What happens when some doesn't do their work?
9. How will we choose a leader?
10. What is the leader's role?
11. Does the leader receive additional points for playing that role?
12. Is there a reward for doing your share of the work?

- 13.** Will points be deducted for being off task?
- 14.** What are the expectations regarding task completion?
- 15.** What happens if I don't do the work on time?
- 16.** What happens if I'm absent?
- 17.** Can a student elect to work alone? If so, what is his or her responsibility?
- 18.** How will the team handle problems within the team?
- 19.** Can a member request team counseling?
- 20.** What happens when a new student joins the team when the project is in progress?
- 21.** How will we be graded?