**GROUP PROJECT**

1. Week **6** form your teams complete the team contract, and post your project topics. (Found in **BlackBoard** > **Assignments F**older > **Wiki**).
   1. This contract is to be handed in, (hard copy), to the instructor along with your final project, on the due date
2. Assign the following roles:
   1. Leader/Editor
   2. Timekeeper:
   3. Checker
   4. Spokesperson/ Secretary
   5. Wildcard #1
   6. Wildcard #2
3. Make note of your team deadlines
4. Make copies of this working team contract and distribute to each of your team members and myself.

**ROLES & RESPONSIBILITIES**

1. **Leader/Editor**: moderates discussions, keeps the group on task, assures work is done by all, and makes sure all have opportunity to participate and learn. This student is in charge of organizing the final product of the project. That doesn't mean technical details, but of making sure that the project meets the standards set out by the instructor, plus any extras stipulated by the group.
2. **Timekeeper**: monitors time and moves group along so that they complete the task in the available time, keeps area clean, assumes role of any missing group member if there is no wildcard member.
3. **Checker**: Someone needs to double-check data, bibliographic sources, or graphics for accuracy and correctness
4. **Spokesperson/ Secretary/** takes notes of the group's discussion, keeps track of group data/sources/etc. and prepares a written conclusion This person would be responsible for the technical details of the final product and would be ready to summarize the group's progress and findings to the instructor and to other groups.
5. **Wildcard #1**: assumes role of any missing member.
6. **Wildcard #2**: assumes role of any missing member.

**STUDENT GROUP WORK CONTRACT**

***This contract is to be completed and signed by EACH member of the group.***

I. **GROUP INFORMATION**

A. **PROJECT TITLE**:

B. **DUE DATE**:

C. **TEAM MEMBERS**

1.

|  |  |  |
| --- | --- | --- |
| **LEADER/EDITOR’s NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **TIMEKEEPER’s NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **CHECKER’s NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **SPOKESPERSON/SECRETARY’s NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **WILDCARD #1**:  **NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **WILDCARD #2 NAME** | **PHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |

**Goals and Due Dates**

|  |  |
| --- | --- |
| **Goal/Milestone-Team Members Involved** | **Due Date** |
|  |  |
|  |  |
|  |  |
|  |  |

**As a member of the group I agree to meet the following points and will adhere to them until the group task is complete.**

**1. General**

**1.1** Agree to the ground rules

**1.2** Treat the beliefs and opinions of the other group members with respect.

**1.3** Demonstrate excellent personal organisational skills and timekeeping.

**1.4** Communicate effectively with the rest of the group; this includes any problems with the allocated work or completion of tasks.

**2. Meetings**

**2.1 Attend all group meetings and study sessions. Failure to do so is a direct breach of contract**

**2.2** Attend all group meetings on time

**2.3** Provide constructive feedback that avoids personal insults

**2.4** Attend all meetings with a positive frame of mind and the intention to contribute proactively to discussion.

**2.5** Switch off mobile phones

**2.6** Complete all work by agreed deadlines

**3 Project work**

**3.1** Contribute equally to project work and to the highest standard

**3.2** Use a variety of research sources

**3.3** Use formal academic style and references for written work and be aware of rules and regulations in relation to plagiarism

**Declaration**

**I have read the contractual terms relating to the completion of this piece of group work and agree to be bound by its terms and conditions.**

***Signed: (PRINT NAME and SIGNATURE):***

**STUDENT #1**

**Date:**

**STUDENT #2**

**Date:**

**Declaration**

**I have read the contractual terms relating to the completion of this piece of group work and agree to be bound by its terms and conditions.**

**STUDENT #3**

**Date:**

**STUDENT #4**

**Date:**

**STUDENT #5**

**Date:**

**STUDENT #6**

**Date:**