**Instructor Charter for Team Assessment**

The team charter identifies instructor and student behaviours that the School expects to operate when assessed team work constitutes at least 25 per cent of a course’s allocated marks.

**Course Code:** BUSM4610

**Course Name: Business Project Management**

**Assessment Task/s: Project Proposal**

**Instructor Obligations**

**We will:**

* Take care of the design and management of the assessment task that seeks to demonstrably develop student communication, cooperation and teamwork skills such as planning, management, conflict resolution and peer support.
* Provide clearly defined processes for managing team conflict (e.g. freeloading team members) at the start of the team work.
* Provide guidance and active monitoring throughout the team work process and make timely interventions if a team becomes dysfunctional.
* Take care to ensure that teams are of an appropriate size.
* Manage team formation to ensure diversity and inclusiveness as far as possible.
* Take care to ensure that students overcome multicultural differences that can frustrate effective teamwork.
* Ensure that percentage of total marks assigned to team work is reasonable in light of the effort needed to complete relevant team assessment tasks.
* Create a team assignment that is too difficult for individuals but sufficiently challenging for teams.
* Ensure that at the outset of team work, each student team signs and submits a team charter that outlines a set of principles and expectations regarding the behaviour of each team member.
* Inform students of how they are expected to contribute to team work.
* Direct students to additional resources that advise how to work in a team effectively.
* Encourage the use of collaborative tools and technology that can facilitate team interaction.
* Provide opportunities for students to reflect on the team process and their contribution.
* Ensure that appropriate questions about students’ experience of team work are inserted in the Course Evaluation Survey, which is used to determine how the next offering of the course can ensure effective use of assessed student team work.

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