

Code of Cooperation Instructions

In ENGR 132, you will work on many tasks and assignments as part of a team. A common way to promote more constructive and productive teamwork is for team members to work together to develop and maintain a Code of Cooperation (COC) that is a set of guidelines for the team. These guidelines include behaviors, attitudes, and roles that establishes the team's expectations for all team members and for the team as a whole.

Step 1 – Create your team's COC

1. Locate the COC template provided for this assignment, and save it as **CodeOfCooperation_ *teamnum*.docx** where ***teamnum*** is your team's number (e.g., 001-05 for team 05 in section 001).
2. As a team, follow the instructions in the template to create your team's COC.
 - a. Only complete the items for this assignment.
3. Have the team recorder send the completed COC to all team members via email.

All team members need a copy of the COC readily available for reference during the semester. Later in the semester, you and your teammates will review and update your COC.

Step 2 – Submit your COC

Your team must submit an electronic version of your COC.

- Save your Code of Cooperation document as a PDF.
- Open Gradescope and find the assignment for the Code of Cooperation.
- **Work together** to submit the file correctly and to add all teammates to the submission.
 - Select one teammate to submit the document.
 - That teammate must add all teammates to the group ([Gradescope instruction link](#)).
 - All teammates **confirm** that you get a submission email and **verify** that you can see the submission in your own Code of Cooperation assignment in Gradescope.
 - **Note:** Late submissions are not allowed.