**The Just-in-Case Something Goes Amiss**

Working Practices Contract INFO20172

***Please negotiate, sign, and have one team member submit a word version to the SLATE assignment box. Select a group name for your group.***

***The group mark is also each individual’s mark.***

**The integrity of submitted work is the responsibility of all group members.**

**Please note that if cheating is discovered in a group assignment each member will be charged with a cheating offense regardless of their involvement in the offense. Each member will receive the appropriate sanction based on their individual academic honesty history.**

**Please ensure that you understand the importance of academic honesty. Twenty per cent of the course grade comes from group work for the term project. Each member of the group is responsible to ensure the academic integrity of the submitted work, not just their own part.**

**For further information, read Academic Honesty Policy on AccessSheridan or contact your Program Support Specialist.**

|  |  |  |
| --- | --- | --- |
| Team Member Names (Please Print) | Signatures | Student ID |
| Project Leader: Spencer Barnes |  |  |
| Olesia Kuzminova |  |  |
| Jeffrey Pollock |  |  |
| Carlos Rebelo | C.R | 991729616 |

By signing this contract we acknowledge having read the Sheridan Academic Honesty Policy as per the link below.

<https://policy.sheridanc.on.ca/dotNet/documents/?docid=917&mode=view>

***Note: If you choose the option to “fire” a team member for not contributing to the project, the fired team member will not be able to complete the project by themselves.***

**Group Name Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities of the Project Leader include:**

* Assigning tasks to other team members, including self, in a fair and equitable manner.
* Ensuring work is completed with accuracy, completeness and timeliness.
* Planning for task completion to ensure timelines are met
* Any other duties as deemed necessary for project completion

**Removing a team member from the group**

If your team chooses the option to "fire" a team member by not permitting his/her name on submission in the contract below, the team must follow these steps to remove the team member from the group.

If a team member is fired from a group, they will need to find another group to join.

**Timing**

You must start the process **at least 2 weeks prior to the submission date** (for either Part 1 or Part 2). You **cannot remove the team member within 1 week** of the submission date (for either Part 1 or Part 2).

**Steps**

1. Notify the team member that they are at risk of being removed from the team due to lack of responsiveness or delivery of submission materials. Give them a timeframe by which they must respond. The timeframe must be more than 24 hours.
2. If the team member does not respond, keep copies of the documentation to show that you sent them the above information and that they did not respond.
3. Send an email to the professor and copy the team member, notifying the professor that you wish to remove the team member from the group. Provide copies of the documentation as attachments to the email.
4. The professor will review the materials and remove the student from the group if the professor deems it is the appropriate action.

**What we will do if . . .**

| **Scenario** | **Accepted   initials for each group member** | **We agree to do the following. Select the appropriate option. If you choose Other, you must explain what you will do.** |
| --- | --- | --- |
| Team member does not deliver component on time due to severe illness or extreme personal problem |  | a) Team absorbs workload temporarily \_\_  b) Team shifts target date if possible \_\_  c) Other (specify, write in): |
| Team member cannot deliver component on time due to lack of ability |  | a) Team reassigns component \_\_  b) Team helps member \_\_  c) Other (specify, write in): |
| Team member does not deliver component on time due to lack of effort |  | 1. Team absorbs workload \_\_ 2. Team "fires" team member by not permitting his/her name on submission (notify team member and professor) \_\_ 3. Other (specify, write in): |
| Team member does not attend team meeting |  | 1. Team proceeds without him/her and will assign work to the absent member \_\_ 2. Team doesn't proceed and records team member's absence \_\_ 3. Team proceeds for that meeting but "fires" member after \_\_ occurrences (notify team member and professor) \_\_ 4. Other (specify, write in): |
| A piece of production equipment fails such as a printer, disk drive, or laptop |  | 1. Backup copies will be made and kept in the college \_\_ 2. A locker or "share" directory will be used for joint access \_\_ 3. A photocopy and duplicate disk of all deliverables will be made \_\_ |
| An unforeseen constraint occurs after the deliverable has been allocated and scheduled (a surprise test or assignment) |  | 1. Team meets and reschedules deliverable \_\_ 2. Team will cope with constraint \_\_   c) Other (specify, write in): |
| Team cannot achieve consensus leaving one member feeling "railroaded", "ignored", or "frustrated" with a decision which affects all parties |  | 1. Team agrees to abide by majority vote \_\_ 2. Team flips coin \_\_   c) Other (specify, write in): |
| Team members do not share expectations for grade desired |  | 1. Team will elect one person as "standards-bearer" who has the right to ask that work be redone \_\_ 2. Team votes on each submission's quality \_\_   c) Other (specify, write in): |
| Team member behaves in an unprofessional manner by being rude or uncooperative |  | 1. Team attempts to resolve the issue by airing the problem at team meeting \_\_ 2. Team ignores behaviour \_\_ 3. Team agrees to avoid use of all vocabulary inappropriate to the business setting \_\_ 4. Other (specify, write in): |
| Team member assumes or requests that his/her name be signed to a submission but has not participated in production of the deliverable |  | 1. Team agrees that this is cheating and is unethical \_\_ 2. Friends are friends and should help each other \_\_ 3. Other (specify, write in): |
| There is a dominant team member who is content to make all decisions on the team's behalf leaving some team members feeling like subordinates rather than equal members |  | 1. Team will actively solicit consensus on all decisions which affect project direction by asking for each member's decision and vote \_\_ 2. Team will express subordination feelings and attempt to resolve issue \_\_ 3. Other (specify, write in):   : |
| Team has a member who refuses to participate in decision making but complains to others that s/he wasn't consulted |  | 1. Team forces decision sharing by routinely voting on all issues \_\_ 2. Team routinely checks with each other about perceived roles \_\_ 3. Team discusses the matter at team meeting \_\_ 4. Other (specify, write in): |

Discuss

* Workload
  + Make a list of what has to be done for the project.
  + How are you going to distribute the workload?
  + Who is going to do which tasks?
* Documents:
  + How are you going to share documents? (i.e.: google drive)
* Getting together:
  + How and when are you going to meet every week? (i.e.: in person, MS Teams, Zoom)