**Group Contract**

**Overview:** the purpose of this contract is to outline guidelines and expectations for the project assignments. Please discuss the below questions and use your responses to guide your group’s collaboration during the semester.

Every semester I receive at least one group where there is an uneven distribution or work or unfair issues arise. Fill out the contract, and email me and everyone in your group a copy. Although it isn’t for credit, I would highly suggest to do it anyway – either partially or fully filled out. It could be your group that has issues in the future. Please have it in as soon as the groups are created.

# **Group Communication**

* 1. Our group will communicate primarily via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g., email, group text message, discussion board in the group area in Blackboard).
  2. Group members are expected to respond to group communication via the primarily channel specified in #1 within \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hours (considering most students work full time, please give team members at least 24 hours to respond).
  3. In the case when a group member does not respond to group communication within the timeline specified in #2, the group will follow up by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# **Group Collaboration/Meeting Platform**

* 1. Our group will use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g. OneDrive, Microsoft Teams, email attachment, Google Doc, Dropbox, etc.) to share and edit group documents. Please make sure that the document tracks changes and indicates the person who has edited the document. *(Note: SIUE students have free access to OneDrive and Microsoft Teams in Office 356; see instructions at* [*https://kb.siue.edu/page.php?id=70064*](https://kb.siue.edu/page.php?id=70064)*).*
  2. Our group will meet via \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g., Zoom, Microsoft Teams, etc.). *(Note: While group meetings are not mandatory, I encourage the group to set up a group meeting for each group assignment, even for just a few minutes, to ensure everyone is on the same page)*.

# **Group Collaboration Timeline**

Set up a timeline for your chosen milestones. Considering the challenges of coordinating group work, each group discussion can have soft and firm deadlines. Milestones can look like Update #1 on the Proposal, Update #2 on the Mid Report, etc. I recommend setting up a deadline for members to contribute at least 2 days before the submission deadline so that group members could have time to review and finalize the group response/paper before submission.

# **Group Coordination**

Use the below table as a template (feel free to customize it) to assign one or two members to coordinate your group’s work on each group assignment. All members should contribute to each group assignment.

Table 2 Group Coordinator Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Assignments** | **Coordinator(s)** | **Coordinator(s)’ responsibilities** | **Other members’ responsibilities** |
| Proposal |  |  |  |
| Mid Report |  |
| Final Report |  |
| Final Presentation |  |

# **Contingency Plans**

* 1. If a member could not submit his/her contribution by the timeline specified above due to unexpected circumstances, he/she should inform the group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(e.g., at least 24 hours) in advance. This would allow the rest of the group to reallocate the responsibilities and submit the group work on time.
  2. What to do if a group member doesn’t follow the above guidelines and/or fails to meet the expectations?

Hope that you don’t run into any team issues given that the peer evaluation results could significantly impact a student’s letter grade, but if you do, your group should try to address the issues as early as possible. Below are the steps that I recommend:

Step 1: send a warning message to the member and specify ways in which the member has violated this group working paper;

Step 2: if step 1 fails to address the issue, schedule a group meeting with the instructor to discuss the issues;

Step 3: if steps 1 & 2 both fail to address the issue, the group may submit a formal document requesting the instructor to remove the member from the group. The document should demonstrate that the group has taken steps 1 & 2 and the request is a collective action by the remaining group members. In that case, the group member will complete all group assignments individually.

# **Team Members Signature**

# Each group member should type his/her name below to indicate that he/she agrees to the items in this group working paper.

Team Member 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member 4 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member 5 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Member 6 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_