**Student Communication Plan and Group Contract**

This communication plan and contract outlines how you will work together as a group (or individually, if applicable) to complete the semester-long project. It establishes expectations for communication, roles, responsibilities, and how challenges will be addressed. This document is essential to your success in this collaborative project and will guide your group throughout the semester.

**Week 1 Requirements**

• Form groups of up to 4 individuals or choose to work alone.

* Submit this communication plan and contract by the end of the week.
* If you choose to work alone, select “Working alone” and outline how you will manage your time and communication with the instructor.
* Attendance during class time is expected unless illness or an emergency arises.

**Group Communication Plan and Contract**

**1. Group Details**

**Chosen Option**:

• Working alone

• Working in a group

**If working in a group, group members:**

1. Name:

2. Name:

3. Name:

4. Name:

**2. Communication Plan**

**Primary Communication Method (Check all that apply):**

• Email

• Text messaging (Group chat on \_\_\_ platform)

• Video conferencing (e.g., Zoom, Google Meet)

• In-person meetings

• Collaboration tools (e.g., Slack, Trello, etc.)

**Frequency of Communication:**

• Weekly updates

• Bi-weekly updates

• As needed based on project milestones

**Expected Response Time:**

• All members agree to respond to group communications within \_\_ hours/days.

**Preferred Meeting Times (if applicable):**

• Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Time range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Roles and Responsibilities**

Each group member should take on specific roles to ensure balanced effort and clear responsibilities. Each group member should work on each part of the project, but you may want to assign different individuals to help coordinate major components of the project.

**Role** **Name** **Responsibilities**

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Responsibility** |
| Project coordinator |  | Schedule meetings, ensure timelines are met, facilitate communication. |
| Literature search coordinator |  | Coordinate literature search, ensure citations are correctly entered into the citation manager. |
| Data analyst |  | Organizes and analyzes data, generate coding tables and figures. |
| Editor |  | Reads and revises the manuscript. |
| Presentation coordinator |  | Reviews the final presentation and coordinates practice. |

**Note**: If working alone, list all tasks under “Individual Responsibilities.”

**4. Attendance and Participation**

Group members agree to attend all class sessions to collaborate on the project. If someone cannot attend due to illness or emergency, they must notify the group and instructor in advance.

**5. Peer Performance Review**

At the end of the semester, group members will have the opportunity to complete a **Peer Performance Review**. This review is meant to address significant problems, not slight differences in effort. To reduce a peer’s grade, complaints must be lodged with the instructor, and evidence of insufficient participation or communication must be provided.

**6. Conflict Resolution Plan**

If conflicts arise, the group agrees to the following steps:

1. **Address Issues Internally:** Discuss concerns respectfully within the group.

2. **Set a Meeting:** Hold a focused meeting to resolve the issue.

3. **Escalate if Necessary:** If unresolved, contact the instructor for mediation.

**7. Agreement**

By signing below, we acknowledge that we have read and agree to the terms of this communication plan and contract. We will maintain open communication, share responsibilities, and collaborate to the best of our abilities.

**Name** **Signature** **Date**

This communication plan and contract should be submitted by the end of **Week 1 by each group member in the Canvas portal**. If you are working alone, submit an individual plan outlining how you will manage the project independently.