

Sample Contract

Group Contract (___points)

In order to have a successful group, there are certain strategies that work to help with interpersonal communication and decision-making. In this first meeting, you have some decisions about how the group will function. This group contract makes your expectations of each other visible and you must ALL agree.

Contracts allow a group to establish procedures and roles in order to move into the “performing” stage and you can get to the work more quickly. ***Please refer to Connery, B.A. & Voh, J.L. (1989). Group work and collaborative writing. Campus Writing Center, UC Davis (link to PDF book)***

Agenda for first group meeting:

1. Introduce yourself and provide contact information

- a. Talk about your strengths (good with APA, good at producing media, writing, library/online research etc.)
- b. Begin to talk about roles in this group in Connery, B.A. & Voh, J.L. (1989). *Group work and collaborative writing*. Campus Writing Center, UC Davis **PAGE 5**
- c. Decide on how leadership will be done – not the boss! Someone that plans the agendas for group meetings, reminders of deadlines. Will you rotate? Have different people in charge of different parts? After today, how are you going to start deciding on the topic of your project?

2. Group contract (post by each individual by _____)

The group will write a group contract that everyone can agree. If you need to revise it during the course, then everyone has to agree to the changes and you professor needs to be notified with the NEW contract.

- a. To show that you agree with the contract, you must resubmit the contract to your professor by _____.
- b. All contracts posted by group members **must be identical**
- c. One copy of the contract for your group (all names) must be sent to your professor by _____ (email, LMS, other).

Four areas that you must have on your contract

1. Preferred method of communicate (email? Group discussion board? etc.)
 - How often should members check these communication sites for updates?
 - What is the expected response time? 24 hour? 12 hour?
 - Where will you post/share/edit your work as you write papers, PowerPoint etc.?
2. Decision-making policy
 - By majority vote? Consensus?

- Who decides when a section of paper etc. is rewritten?
- How will you decide about final group paper and final presentation?
- 3. Participation
 - What strategies will you use to ensure cooperation and equal distribution of tasks?
 - What strategies for keeping people on task?
 - What is expectation for attending group work meetings? How often are you going to meet? When are you going to meet? Does everyone agree?
 - How soon do you need to notify the group member that you cannot attend meeting?
 - What about individual attendance? Punctuality? Illness notification?
 - Expected level of responsibility for assignments, timelines, and deadlines
- 4. Conflict
 - While constructive conflict is good for a group, what happens if it interferes with the project?
 - What if a member disappears and does not participate?
 - What if a member does not do their assignment?
 - What if you have discussed with the team member about the behavior that is affecting the group and there is no change? What does the group believe is the next step?
 - When will you get your professor involved if there is a conflict?
- 5. Other rules that your group would like to add

Grades will be based on completion of all the parts of the assignment, group member evaluations and final submission by the due date.