**COMM 1030 Interpersonal and Group Dynamics**

**Team Contract Template**

Using the section “Norms: Ensuring your Group’s Success”, pages 98-100 in your text, create your team contract. Use all nine of the topics from your text and develop rules that require members to deal with matters in the most effective way.

**Team Letter:**

**Team Members:**

1. **Accountability**:
* Set a meeting day and time that will be used if a meeting outside of class is needed. All group members should agree to be available for this time, if needed.
* Who is responsible for setting the meeting agenda? The leader? Or will this be done at the beginning of each meeting?
* How will your group keep itself on track during meetings?
* What are your expectations regarding attendance and punctuality?
* What will your group do if a member is missing?
* What advance preparation is expected of group members?
1. **Cooperation**:
* What grade is your group aiming for when completing the group work projects? Name a percent or at least a range that all members agree to aim for
* How will you ensure that your PowerPoint slides and handouts are error-free?
* What will your group do if a member misses the deadline or hands in incomplete or poor-quality work?
* When speaking, what standard is your group aiming for? (Please note that reading or using text that is not paraphrased in your own words will not get your team a passing grade)
* What accommodations and supports have you put in place for people who are uncomfortable with public speaking?

1. **Communication**:
* What is your preferred method of communication (e.g. e-mail, phone, text, Facebook, face-to-face etc.) in order to inform each other of meetings, updates, reminders and problems?
* Set response times expected (example: texts to be responded to within 4 hours; e-mail within 24 hours etc.)
* Set a procedure that, prior to ending a meeting, reviews each member’s commitments to the current project. Consider how you will review this division of tasks – will it be the leader or the recorder? Or will you go around the table and have each person verbalize their understanding of what he/she is to do (and by what deadline)?
1. **Confrontation**:
* What strategies have you put in place to ensure cooperation and equal distribution of tasks?
* What strategies have you put in place for encouraging/including ideas from all team members?
* How will your group handle conflict? (Not dealing with conflict is not an option)
* How will your team ensure that it continually improves in terms of group development and in terms of quality of its work?
1. **Support**:
* What do you expect group members to do in order to master the new member roles they are assigned?
* How will your group handle a member who is not making sufficient effort to conscientiously master their assigned roles?
* How will your group handle responsibilities when a group member is absent and thus, unable to complete their role?
* What will happen when reports are poorly completed or late?
1. **Evaluation**
* Craft a statement of commitment to the group work tasks. How will you handle a member who is not prepared to make a commitment or whose behavior demonstrates that he/she is not prepared to honour this commitment?
* What is a group member to do if he/she cannot complete the agreed upon work?

What (if any) constitutes a good reason for missing a presentation or meeting?

1. **Discussions**:
* How will your group encourage critical and constructive discussions?
* What type of system will you have so each team member can engage in the discussions?
* How will you prevent team members from talking over each other?
* Be careful to criticize ideas and not team members.
1. **Decisions**:
* What decision-making procedure will your group use?
* Majority vote/ Consensus?
1. **Solutions and Consequences:**
* Have you developed a system to seek solutions to problems in a systematic way?
* Are you following the problem solving process?
* Consequences for failing to follow procedures and fulfill expectations:
* Describe, as a group, how you will handle infractions of any of the obligations of this contract, which can be known as strike one. Describe what your team will do if the infractions continue (if the individual doesn’t do their part and achieves a second strike?). There must be significant consequences- just as there is in the workplace- and they should escalate from minor to more serious. (By the third strike, this is considered a serious offense, please see the note below)
* NOTE: In keeping with **College Academic Offences Policies,** any student who has 3 infractions, will receive a warning on their college record for *Unscholarly Behaviour.* If there are 4 infractions, this will automatically be changed to an offense and it will be part of your permanent College record.

By signing this document you declare:

1. I participated in formulating the standards, roles and procedures as stated in this contract
2. I understand that I am obligated to abide by these terms and conditions
3. I understand that if I do not abide by these terms and conditions, I will suffer the consequences as stated in this contract