SAMPLE GROUP CONTRACT

Below is a sample of one way to form collaborative work groups. In this example, group members are given both some guidelines by the instructor and permitted to write some of their own. A group contract can be written solely by the instructor, by the group members, or both. You may choose to have everyone use the same contract, let individual groups design their own, or let individual groups design their own but with a core set of expectations by which all groups must abide.

GROUP & GROUP MEMBER RESPONSIBILITIES

The success of the group will depend on the cooperation and professionalism of its members. Employers will expect you to know how to work effectively in groups: how to determine what needs to be done; how to find information; how to assess information; how to share the workload; and how to resolve interpersonal conflicts that might arise. Effective collaboration includes, but is not limited to:

- Participating fully (in spirit and actuality)
- Participating professionally (i.e., civil discourse; abiding by the rules of academic honesty)
- Meeting responsibilities (i.e., completing assigned tasks on time and to the best of your ability)
- Taking the consequences of not abiding by the group’s rules.
- Giving group members appropriate credit where due
- Not giving credit where it isn’t due

After reading through this document, each member needs to initial each item and then sign the document at the end. Return it to the instructor who will make copies for your group. If you disagree with these rules, then as a group amend them. They must be approved by the instructor, however.

1. Each group member agrees to show up to class and to outside group meetings on time.

   Initials:

2. In the event that a group member is less than five minutes late, s/he may quietly join the group without disrupting it to ask what s/he missed. It is optional for the group members to fill in the late-comer.

   Initials:

3. Group members who are avoidably late must: [write out a consequence for being late.]
4. A group member who is absent more than _____times will be dismissed from the group.

Initials:

5. If a member submits plagiarized material and/or cheats, the group agrees to bring this to the instructor’s attention immediately.

Initials:

6. Each member agrees to familiarize him- or her- self with and abide by UCI’s rules for Academic Honesty (available in the Schedule of Classes).

Initials:

7. Members agree to treat one another with respect. Respect includes no name-calling. If you don’t like an idea, address the idea, not the person (for example, “I don’t think that idea will work because…” not “That’s stupid”). In the event that a group member treats someone inappropriately, s/he will [write a consequence]:

Initials:

8. No “cross talking” is allowed. This means not interrupting when someone else is talking.

Initials:

9. In the event that a group member or members are dominating the group, it’s the time keeper’s job to politely interrupt them (this is when you can interrupt) and ask that someone else speak.

Initials:

10. Other rules that the group would like to add:
Each member print name & then sign:  

Print Name:  
Signature:  

Print Name:  
Signature:  

Print Name:  
Signature:  

Print Name:  
Signature:  

Date: ______________________
## Sample Team Contract

Team Name: __________________________  Date: __________________________

<table>
<thead>
<tr>
<th>GOALS: What are our team goals for this project? What do we want to accomplish? What skills do we want to develop or refine?</th>
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<tr>
<th>EXPECTATIONS: What do we expect of one another in regard to attendance at meetings, participation, frequency of communication, the quality of work, etc.?</th>
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<th>POLICIES &amp; PROCEDURES: What rules can we agree on to help us meet our goals and expectations?</th>
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<tr>
<th>CONSEQUENCES: How will we address non-performance in regard to these goals, expectations, policies and procedures?</th>
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We share these goals and expectations, and agree to these policies, procedures, and consequences.

Team member name

Team member name

Team member name

Team member name
UWaterloo Sample Group Contract

Group behaviours expected of each member:

Temporal

1. All group members will be punctual. Meetings will start five minutes after the agreed start time and everyone should be there and ready by then.
2. We should turn up to all meetings unless it has been agreed beforehand or unless there are unavoidable events such as illness.
3. All group members will remain in the meeting until (a) all tasks for that meeting are completed, or (b) there is unanimous adjournment.
4. Breaks will be decided by unanimous consent, and breaks will not exceed twenty minutes in length.

Procedural

1. All group members will come to the meetings prepared by (a) reading the assigned material (as much as possible), and (b) coming with ideas pertaining to the tasks and decisions to be made.
2. Tasks that group members agree to undertake should be completed to the agreed deadline. If it looks as though there will be a problem meeting a deadline, the person concerned should seek help from other members of the team in time to avoid a delay.
3. There will be an assimilation period at the end of the session to evaluate group mechanics and ensure that all tasks have been completed adequately.
4. Each group member has the right to point out whether any of these rules are being broken.

Behavioural

1. The group will actively seek a consensus of opinion based on the opinions of every member.
2. Each member will take turns listening as well as talking, and active listening will be a strategy for all group discussions.
3. Sexist and racist remarks are not acceptable.
4. Aggressive and dominating behaviour is not acceptable.

Roles
1. Roles will be assigned prior to a meeting or, if this is not possible, at the beginning of a meeting. Roles will rotate each meeting.

2. The leader will, at the beginning of a meeting, set sub-goals. These sub-goals will be presented to the group for a consensus of approval. The leader is also responsible for the presentation of the group material to the rest of the class.

3. The secretary is responsible for taking in-session notes and preparing presentation materials from these notes.

4. The timekeeper is responsible for keeping track of the time allotted to each discussion, and keeping the group aware of time remaining. The leader is responsible for deciding what to do when time is running out during a discussion.

5. The devil's advocate will keep his/her mind open to problems, possibilities, and divergent or opposing ideas.

Methods for resolving an impasse:

**Step 1:** The group members will isolate areas of disagreement, and the group will come to a consensus. If no consensus is reached, proceed to Step 2.

**Step 2:** The leader will decide the relevance or importance of the dispute and may postpone the conflict if its relevance or importance is deemed questionable or minimal.

**Step 3:** The leader will decide the amount of time for discussion or arbitration before calling a vote.

**Step 4:** The leader will call a vote. If the vote is a stalemate, the leader makes a final decision.