Group contract for

[enter your team name here – step 3 below]

This Contract is a tool for your team to help facilitate a discussion of your individual and collective goals and expectations, and to help avoid conflicts. Please complete this form by the date indicated in the **Course Schedule** and submit it to the **Group Contract** Dropbox. Once the Contract is finalized **electronic consent** should be collected from all members for the team (see the bottom of the Contract for instructions). Additional resources for developing a team contract can be found at the links below.

Additional resources for developing a team Contract can be found on the **Group Assignment: Social Psychological Intervention** page in the **Activities and Assignments** section of the course.

1. **Team Members**

|  |  |  |
| --- | --- | --- |
| Name | Phone # (optional) | Email |
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1. **Member Contributions and Expectations**

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| --- | --- | --- |
| Name | Knowledge, skills, interests, experience I can contribute to team and project | Knowledge, skills, interest, experiences I want to learn from team and project |
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1. **Team Name**: Now that you’ve learned a bit about each other is there something that connects you (other than being a student in this course). Is there something that identifies you as a group? Based on this, come up with a team name. Be as creative as you like, but please choose a name that is not crass or offensive.

Our team identity/name is:

1. **Member time limitations and constraints (if any)**

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| --- | --- | --- |
| Name | Times that it may be difficult to participate in group meetings or other activities | Other things that might limit availability (e.g., can’t log in from work, etc.) |
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1. **Team Goals:** The shared goal(s) of the team are:
2. **Roles:** Identify what roles team members will play and if roles will rotate among team members or remain the same during the assignment (example roles include leader/facilitator, note taker, timekeeper, arbitrator, devil’s advocate).
3. **Team Code of Conduct:** Team expectations of **all members** with regard to temporal, procedural and behavioural activities (e.g. punctuality, preparation for team meetings, level of participation, communication, completion of assignments)
4. What do you foresee as being a challenge for this team and what will you do to overcome this challenge and/or minimize difficulties that could arise from outlined challenges?

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| --- | --- |
| **Potential Challenge** | **Ways to overcome or work with challenge** |
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1. **Decision Making and Conflict Management:** How will fair and equitable decisions be made in the group? Identify the types of conflict that might arise among team members. How will team members deal with conflicts? What procedures will be used to resolve an impasse?
2. **Procedure for Providing a Team Member with Timely Feedback:** How will a team member learn that their contribution may not be sufficient or they may not be sufficiently following through on their commitments, as outlined in this Contract (or adapted in the proposal)? Outline a method by which group members will receive feedback on their contributions and the opportunity to improve. No team member should be surprised by a negative peer-evaluation at the end of the project. **NOTE:** Details on how a group member was provided with timely feedback and the opportunity to rectify the issue should be included in the evidence/feedback on any negative peer-evaluation at the end of the project.
3. **Proposed Project Timeline**

Some suggested milestones are listed below, but you may need to add more milestones, breaking these milestones into smaller steps to help you better organize your time and group tasks/activities.

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| --- | --- |
| **Milestone (Deliverable/Task)** | **Deadline** |
| Milestone 1: Discuss personal interests, strengths that could apply to development of intervention 🡪 Brainstorm project topics/ideas |  |
| Milestone 2: Decision on project topic and format |  |
| Milestone 3: Write-up and submit project topic and format brief |  |
| Milestone 4: Assign project roles and draft project proposal  (leave time for revisions) |  |
| Milestone 5: Proposal finalized and submitted |  |
| Milestone 6: Prototype intervention drafted  (progress report submitted) |  |
| Milestone 7: Prototype finalized and submitted |  |
| Milestone 8: Peer and self-evaluation and reflection |  |
| Milestone 9: Sample your peers’ interventions in the class discussion forum. Provide your peers with feedback and encouragement for their hard work. |  |

*We certify the above listed team members have participated in the preparation of this team Contract and have agreed to follow the guidelines as outlined here.*

**Signing the Contract**

*Once this team Contract is finalized, all students agree to the terms laid out in the Contract and it has been submitted to Dropbox, send a copy of the Contract as an attachment to all team members, as an email titled: “Team Contract Consent". All students, including the student that sends this email, should* ***“Reply All”*** *and type* ***“I consent”****. Proof of each students consent through this email thread may be required if a student later disputes the Contract and argues that they did not agree or consent to it, so please ensure that you have read the Contract and that all members reply all to consent.*