

Group Work Contract (Activity)

OVERVIEW

This assignment is to get you and your group talking about roles and expectations as you work together throughout the term. The more you bring this kind of communication to the surface, the richer group experience you will have – and the less likely you are to experience conflicts. Remember that groups develop norms – both stated and unstated – as they interact with each other over time. Recognize those norms and use those to your benefit. Don't take anything for granted.

The importance of you being honest cannot be stressed enough. Your honesty will help your group function better in the long run. Please, also remember that everyone has different communication styles and ways of dealing with conflict. Be sensitive. Allow others time to think and contribute.

This assignment is not a race. If you need more time – take it. This will be one of the few chances you get to create a very healthy group environment. If you rush to be done, I guarantee you will have a greater chance of having a negative overall group experience.



Assign a group member who will be in charge of keeping track of time.



Assign a group member who will be in charge of writing things down.



Appoint a “mediator” whose responsibility is to rephrase, clarify, and redirect discussion.

1. Have each group member take out a piece of paper and spend **2 quiet minutes for each** of the following points, writing their answers down on the paper:
 - **1-4 specific things** that you know you will want to do in your group (i.e. typing the lesson plans, making sure supplies are organized, researching and finding materials, creating visual aids, speaking up front).
 - **Four ground rules** that you believe will benefit your group and help you function better (i.e. giving each person a chance to speak whenever making decisions and assigning a member who is in charge of making sure that happens, updating everyone twice weekly via email or phone, etc.)
 - **Three things** that you have experienced in groups that you DON'T want to happen; along with how you think it can be prevented.
 - **Finish this sentence...** “I function best in groups when...”
 - **Finish this sentence...** “I really hope our group can...”

Spend **3 minutes per person** sharing what they have written. Do not move on until each person has shared from each bullet point on their list. If other subjects come up which your group feels are important, write them down so you can cover them later.

Write down on the Contract 5 ground rules from your lists above that your group wants to be sure to follow.

2. As a group, spend **2 minutes discussing the list** of every task you think you will need to accomplish for a fully completed lesson plan – up to the day of presenting it (see the list on the Contract). Be as specific as you can, like: calling group members, typing assignments, leading exercises in the classroom, researching, assigning lead persons for each lesson plan, etc. Your group note taker should be **adding to the list on the Contract** if necessary.
3. Spend **10 minutes** looking over your task list and “potentially assigning” these things to each group member. Make sure you are thinking about REALITY – i.e. your work schedule, your personal skills and habits, etc. It will give your group an idea of both what will be required to complete your task, as well as get a sense of who will be doing what and if you feel the equity of work is distributed evenly.
4. Spend any **additional minutes** adding other rules or notes in the space provided on the Group Contract handout.
5. Have a member of your group **read the Group Contract aloud** to everyone to make sure nothing is missing – or if there are additional topics/issues that your group needs to address and add.

THIS IS A CONTRACT. Should difficulties come up later in the term, your group will be responsible for the things listed. As with any contract, the unstated things do not hold any merit. So get it all down – even if it feels silly. **Everyone must sign it at this time.**

6. For **3 minutes of quiet writing**, each group member should take out a clean sheet of paper, write their name on it, and write a paragraph or more explaining how they feel after going through this exercise. Each group member may also add notes or comments to me which they want me to know. This part will be private. **Be sure to hand this in with the contract: it is your attendance today.**

 Turn in your Group Contract, and each group member’s paragraph. You and your group are free to leave, or spend some time working on your lesson plan. Please be courteous to the other groups still working. Thank you.

See you next week! Thanks!
~ Gloria

Group Contract

The intent of this contract is to hold group members accountable to conduct and responsibilities which the group feels are important to a healthy working relationship. It is important to realize that bringing the "unstated" rules of conduct and communication to the surface will help groups function in a more positive way. This contract will be in effect through the duration of this class, and all group members will be responsible for maintaining compliance with this contract.

Ground Rules

- ① _____
- ② _____
- ③ _____
- ④ _____
- ⑤ _____
- ⑥ _____
- ⑦ _____
- ⑧ _____
- ⑨ _____
- ⑩ _____

Other Rules or Notes

- ① _____
- ② _____
- ③ _____
- ④ _____
- ⑤ _____
- ⑥ _____
- ⑦ _____
- ⑧ _____

TASK ASSIGNMENTS

Research		Creating the activity	
Typing drafts and making sure format is correct		Leading the activity	
Creating handouts		Making sure the lesson reads like an instruction manual	
Creating PowerPoint		Getting definitions that are clear	
Gathering supplies		Creating and/or leading a good introduction	
NUHS Contact		Creating and/or leading a good conclusion	
Visit NUHS		Keeping time when lesson is being presented	
Coordinating Email correspondences		Making sure transitions happen between activities	
Tracking drafts of lesson plan		Repeating main purpose/learning objectives during the lesson	
Photocopying		Person who describes the activity during the lesson	
Arranging technology needs			
Making sure citations are correct			

We each hereby agree to and sign this contract as a witness of our commitment to meeting it.
