

## Group Team Contract

To prepare you for teamwork in the business world, you will be assigned to a project team. Your team will work together to complete the Advertising Portfolio Project this semester. Submit a completed contract with all team member signatures to your instructor.

### **Rationale**

To accelerate a team's development, a team contract is generated to establish procedures and roles in order to move the team more quickly into the performing stage. This process of generating a team contract can actually help jump-start a group's collaborative efforts by immediately focusing the team members on a definite task. The group members must communicate and negotiate in order to identify the quality of work they all wish to achieve, and the level of group participation and individual accountability they all feel comfortable with.

Successful team performance depends on personal individual accountability. In a team environment, individuals are usually effectively motivated to maximize their own rewards and minimize their own costs. However, conflicts can arise when individualistic motives or behaviors disrupt team-oriented goals. For example, conflict can stem from an unequal division of work. "Free riding" (i.e. slacking) occurs most frequently when individual contributions are combined into a single product or performance, and individual effort is perceived as unequal. At this point, some individual team members may take on extra responsibilities while other team members may reduce their own efforts or withdraw from the team completely. These behaviors may engender anger, frustration, or isolation—resulting in a dysfunctional team and poor quality of work. However, with a well-formulated team contract, such obstacles can usually be avoided.

### **Team Contract Assignment**

Your team contract template is divided into three major sections:

1. Establishing team procedures
2. Reviewing team expectations
3. Assignment of tasks and deadlines

Since the basic purpose of this team contract is to accelerate your team's development, to increase individual accountability for team tasks, and to reduce the possibility for team conflict, make your contract **as specific as possible**: (a) specify each task as detailed as possible, (b) specify each step in a procedure or process as detailed as possible, (c) specify the exact person(s) responsible for each specific task, and (d) specify the exact time for completion or submission of each task. The more specifically you describe your team expectations, roles, and procedures, the greater chance you have for a successful team experience.

Use the team contract template to discuss and finalize your team roles, procedures, and standards. Complete, sign, and submit a **copy** of the finalized contract to your instructor by the deadline noted in the course schedule.

### **Team Difficulties**

Once your team contract has been developed, your team is ready to begin work on collaborative assignments. However, you may soon find that your team is not working as well as you had hoped. This is normal but needs to be attended to immediately. Perhaps your team is simply not following the established contract procedures or roles as strictly as you should be, or perhaps you need to change some of the procedures or roles as outlined in your contract. Call a team meeting immediately to discuss and resolve the challenges your team is facing; do not delay. Most importantly, be sure to communicate (openly) with the member(s) who are perceived as not adhering to the team contract

Team members who do not meet their deadlines risk the possibility that other team members will complete their tasks. In cases such as this, the offending team member assumes full responsibility for the individual loss of team project points and reduced peer evaluation points.

Uneven completion of work or unacceptable work quality should be reflected in the peer evaluation. A negative rating trend by other team members will adversely affect the project grade of the offending member. A student will be unable to pass the course without an acceptable grade on this group assignment.

Team members removed (fired) by their team members for not adhering to team procedures and task assignments assume full responsibility for completing the assignment individually. With instructor approval members fired from their groups can form a group and receive a new assignment.

The project requirements will not be altered as a result of member removal or non-responsiveness. Consequently, remaining team members would be required to complete all sections of the project. Therefore, it is in the interest of the team to establish a working relationship that fosters mutual accountability and support.

### **TEAM CONTRACT**

<b>Team Members</b>	<b>Email</b>	<b>Phone</b>


**Team Procedures** (with team consensus, complete the sections below)

1. Will there be regularly scheduled **team communication**? If so, identify the dates/times:
  
2. Preferred method of **communication** (e.g., individual e-mails, group discussion, telephone calls,) to inform each other of team meetings, announcement, updates, reminders, problems, etc.:
  
3. When inquiries are made by members, what will be the **expected turn-around time** for responses from team-members?
  
4. Identify what, if any, **time extensions** will be given to team members who do not meet their task due dates...also identify at what point other team members will accept the additional task responsibilities from the offending team member, thereby, effectively REMOVING the member from the team:
  
5. **Decision-making policy** (by consensus? by majority vote?):

**Team Expectations (review and discuss)**

**Expectations:** Team-based work assignments provide students with the opportunity to learn methods of collaboration to complete projects, interacting in much the same way as work environments. Therefore, team members must take very seriously their individual role and contribution to their team’s success.

- **RESPONSIVENESS:** Each member is expected to participate in agreed-upon group discussion/collaboration meetings (includes returning emails/phone calls promptly).
- **TIMELINESS:** Each member is expected to complete their assigned tasks on or before the deadlines set by the group.
- **QUALITY/QUANTITY:** Each member is expected to submit work in the quantity and quality expected of a college-level course. Any team members' final submissions requiring significant re-writes should be copied by team members and submitted with peer evaluations. The instructor may reduce the student's points based on the seriousness of the lack of quantity or quality.
- **COOPERATION:** Each member is expected to adhere to the decisions of the majority.
- **ACCOUNTABILITY:** Members MUST on a timely basis make the instructor aware of members who are not adhering to team expectations.
- **UNDERSTANDING:** Any questions concerning the group work expectations and point system must be discussed with the instructor PRIOR TO THE SUBMISSION OF PEER EVALUATIONS.
- **ACCOUNTABILITY #1:** Under no circumstances will a student be able to pass a "Required Assessment Assignment" without being an active contributor in the assignment, since the assignment represents the final assessment of course learning outcomes.
- **ACCOUNTABILITY #2:** At the conclusion of the team assignment, each member of the team will complete a peer member evaluation. Any member evaluation exhibiting a higher or lower trend than other members' ratings MAY RESULT IN THAT MEMBER RECEIVING EITHER MORE OR LESS OF THE TOTAL POSSIBLE POINTS EARNED ON THE ASSIGNMENT. **This is in addition to the separate points awarded via the PEER EVALUATION process.**

**Consequences for Failing to Follow Procedures and Fulfill Expectations**

The consequences for failing to fulfill expectations can include:

- Poor peer evaluation ratings
- Removal from the team
- A reduced grade on the team project for the offending member

**Group Selected Company:**

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During the first team meeting, members should decide on individual assignments. Each task should be clearly identified on the grid below with the responsible party and due dates also noted.

Task Assignment	Member	Draft due	Final due

