



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.
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.
3. Initials:
Group members who are avoidably late must: [write out a consequence for being late.]

Initials:

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 SBVC 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. Allow other to complete a statement without too much interrupting.
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.

10. Other rules that the group would like to add:

Each member print name & then sign:

Date: _____

Print Name:

Signature:

Print Name:

Signature:

Print Name:

Signature:

Print Name:

Signature:

[Group Name]

[Contract originator name]

[Contract originator contact info]