

[highlight the text below and copy/paste to a new googledoc with your Team Name/Number]

PSY231 Service Learning Data/Research project

Team Contract

(complete both pages)

Team Name/Number:

Team Member Names:

Teamwork is a very valuable skill in class and more importantly, in the workforce. Working together with your classmates can be both challenging and rewarding. In order to help ensure the success of your team please complete both sides of this contract as your first team assignment. A significant aspect to the learning experience of working collaboratively is to resolve minor differences among yourselves. Please remember it is your responsibility to communicate directly with the instructor if your team continues to struggle for any reason. Do not let your grade suffer through your inaction.

A good team member:

- Works toward the understood goals of the team
- Contributes to an informal, comfortable, and tension-free work environment
- Listens to alternative ideas and perspectives
- Is enthusiastic about working with the team
- Follows through on commitment
- Takes pride in the team's work
- Readily accepts feedback on performance
- Encourages others to achieve at high levels
- Is able to stay focused on team tasks

- Openly communicates with others in the team
- Is sensitive to the feelings of other team members
- Is able to resolve conflict effectively
- Is eager to try new approaches

Four Team Criteria

1. **Strengths of the team (include strengths from each team member)**
2. **Communication and timelines (define when/how each will contribute)**
3. **Collaboration (define how workload is assigned/accepted)**
4. **Potential solutions to problems**

Discuss these issues and brainstorm solutions

- **Communication breakdowns** (with each other – with instructor)

Potential solutions

- **Missed deadlines**

Potential solutions

- **Instructions not clear (lack of clarity)**

Potential solutions

- **Individual not contributing their share**

Potential solutions

- **Team Leader doesn't step forward**

Potential solutions

- **Inertia – just getting started**

Potential solutions

Project! Always keep track of any hours with this work for your service-learning log!

Outside of class meeting availability

Group Availability - please put your name with a time block that you are generally free each week. This would be a helpful starting point if group wanted to meet up virtually

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

PROJECT DEADLINES

Here are the BIG deadlines for the project. Each group will have its own timeline depending on when you get the data, etc. *These dates are also provided below with a starting table for you all to design workload distribution.*

Groups can submit before the deadline! If you need feedback, please reach out to me versus submitting the assignment early.

Contract due: XXX (10 points - individual grade-you are adding in your information and suggested sections for the contract -- we will finalize during our group meeting)

Data analysis draft/draft check in: (10 points): XXX

Qualitative analysis: in class event XXX (10 points)

Draft of analysis write up from Jamovi due: XXX

SL Draft due: XXX

Final Product Due: XXX(40 points)

Service-learning Log (5 points): submit your log in Canvas (individual assignment) **XXX**

Roles & Individual Contributions:

You may compose your group roles as your group deems necessary. [This document provides some other ideas of group roles.](#) [You can also check out this fun website on group work!](#)

- Quality Assurance (checks spelling, links, compare to grading rubric, etc.) for all submission
- Consider other roles reviewing the links above
- **ADD IN A TASK YOU CAN BE THE LEAD ON**
- **Group can modify tasks as you see fit/work on project**

Task	Supporting doc link (if applicable)	Worked on document (add initials)	Notes (can note completed, due date, etc)	Lead for task
Data clean up				
Data analysis for QUANT				

Data analysis for QUAL				
Results reviewed				
Qualitative themes write up				
Summary write up descriptive				
Summary write up quan				

I agree with, and will honor the conditions that we established together in this TEAM Contract. (initials of each team member here)

1 _____ 2 _____ 3 _____ 4 _____
5 _____

Adapted from:



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