

## Sample Group Contract Template

### Group Members

*List names of all group members.*

### Task List

**Everyone** will be responsible for his/her individual work, but group members should help each other and work together for an optimal final project.

*Individual group members should be listed with specific jobs related to the final project so that it is clear that all know who is responsible for each task.*

### Group Constitution

Forward: This contract governs the group until the assigned project deadline. If the group separates, or a member is dismissed, the basic contract laws remain intact for all parties. However, should a group member be dismissed from the group, work responsibilities may be required to shift.

#### Article I: Absence Policy

*The group must decide and document in this area how to handle problems associated with a group member that has excessive absences or fails to complete work because of absences.*

#### Article II: Work Policy

Each group member will work to the best of his/her ability - making sure to complete the work, ensure that it is up to standards, and it is completed with punctuality. Group members committing plagiarism are solely responsible and incur the punishment on their own.

#### Article III: Leadership

Each group must elect a group leader. The leader will be responsible for:

- obtaining contact information for the group (e-mails and phone numbers),
- distributing contact information to all group members (this info is to be used in case someone is absent or has a problem with a part of the project and needs to talk it over with other group members),
- getting and putting away the group's materials each class period,
- keeping the group on task,
- tracking progress on the group's project (maintaining the group calendar),
- reporting problems to the teacher,
- asking for assistance with activities or information gathering,
- help bringing group members that have missed a day up to speed with what is happening in the group,
- *list other tasks here.*

Should a leader fail to perform these duties, or another person is carrying them out, the team (after consulting with the teacher) may decide to have a new election for a new leader.

If a leader fulfills his/her duties, he/she will receive 20 extra credit leadership points at the end of the project.

#### Article IV: Work Ethics

If a group member does not complete work they were assigned, the punishment for the infringement will be of detriment solely to the group member at fault. No negative grading shall be given to any other group members.

*Each group will be given 20 bonus points to award to the member(s) giving the most effort to the project. It must be documented in this area how the recipient(s) of the points will be decided and what is required to demonstrate hard work.*

#### Article V: Member Dismissal

*In this area, groups must document what infractions will result in a member being asked to leave the team (for example, failure to complete assigned tasks, excessive absences, etc.) and how the team will decide upon the dismissal (by vote or other methods). Should a member be asked to leave the team, the member will be permitted to take his/her work with him/her, but will be required to complete the rest of the project on his/her own. Dismissals must be discussed with and approved by the teacher.*

#### Signatures:

*All team members must sign the contract. The team leader must be identified here.*