

[course number] Collaboration Contract

NAMES OF PARTIES: [name]
 [name]
 [name]

AGREEMENT: as of [date], the above stated parties agree upon the following terms and conditions to be binding until completion of summer term:

- To work on a group project according to the Norms of Collaboration put forward by the class website: to pause, paraphrase, probe for specificity, put ideas on the table, pay attention to self and others, presume positive intentions, and to pursue a balance between advocacy and inquiry.
- We will strongly attempt to be easily reached by our group members and to be responsive
- To attend class consistently and be up to date with all course developments
- To fulfill obligations to group mates to finish the tasks assigned and agreed upon by the group
- To put forth only our best efforts

FRUSTRATION: if either party does not fulfill the obligations put forth in the previous section, they relinquish the privilege of receiving credit for the final project and all the negative consequences that apply.

The undersigned agree to the terms of this agreement.

SIGNATURES OF PARTIES:

DATE:

Collaboration Contract, [date]

The members of the group, _____, _____, and _____, agree to the following:

1. All group members will show up to class on time every day.
2. The group will delegate specific shares of workload for each member.
3. All group members will be responsible to their share of work that was specifically given to them.
4. All group members will show a significant amount of effort in their work.
5. Other members will revise, edit, and proofread each other's work to produce consistent and high quality writing.
6. All group members will check their emails daily and respond promptly.
7. The group will set deadlines for each task.
8. All members will meet those deadlines.

[name]
[email]
[phone number]

Signature _____

[name]
[email]
[phone number]

Signature _____

[name]
[email]
[phone number]

Signature _____

Group Project Contract

1. Each group member will be responsible for doing their assigned work.
2. Each group member will make the effort to communicate readily.
3. Each group member will maintain their commitment to the group project.
4. Each group member will alert team mates of any problems and find solutions.
5. Each group member will make the effort to be open-minded and respectful to other's ideas and opinions.
6. Each group member will be willing to compromise and cooperate.
7. Each group member will complete their work in a timely manner.
8. Each group member will readily listen to others.

Mondays will be the day that we show each other our progress and decide on any further deadlines or changes. We can also discuss problems on Mondays.

In case we need to meet between Mondays, we will set aside time after class on Wednesdays.

Contact Information:

[name, email, phone]

[name, email, phone]

[name, email, phone]

X _____

X _____

X _____

CONTRACT FOR COLLABORATION

Participants	Email	Phone
[name]	[email]	[phone]
[name]	[email]	[phone]
[name]	[email]	[phone]

Contractual Elements

Regular Communication:

- Clear and regular is expected between the group members.
- Monday after class will be planning meeting when work is assessed and plans are set
- 12 hour notice if you can't make class

Clear responsibilities:

- All members will conduct and complete work in a timely fashion
- Assigned work should be emailed at least 24 hours before due

Establish quality of standards:

- Each group member will sustain the highest quality of product.
- Feedback and changes can be made with a voting majority

Careful planning:

- Monday will be our weekly planning day (1st in class, otherwise email communication)
- Meetings outside of classes will be on Tuesdays or Thursdays after class

Willingness to compromise:

- We will maintain a positive and productive demeanor, open to compromise and discussion.
- Majority Rules: Voting majority 2 of 3

The three group members _____, _____, _____ will agree to the following conditions for group success during the process of writing the term project:

- **Condition one:** we shall communicate constantly via email
- **Condition two:** we shall establish clear division of responsibility on the first group meeting; there should not be confusion or doubt within the group.
- **Condition three:** workload shall be divided evenly and fairly; no one shall do more or less work than the other two group members.
- **Condition four:** upon the first group meeting, we shall setup a series of deadlines, each before the actually due date of the term project; specific tasks must be accomplished by each deadline. For each deadline, we shall possibly arrange a physical or online meeting.
- **Condition five:** the work done by each member shall be subjected to the respectful and tactful scrutiny of the other two members; if a conflict should occur, we shall be open to compromises and new ideas.
- **Condition six:** control freaks shall be executed on sight.
- **Condition seven:** we shall be open and honest regarding our progress and quality.

[name]
[email]

Signature _____

[name]
[email]

Signature _____

[name]
[email]

Signature _____