

**ANSC 275 Grand Rounds Project  
Group contract**

**Introduction:** The purpose of this contract is to have all group members come to a common understanding of the best methods of communicating with one another, mutual expectations for completing the work of the project, a shared vision of the final work, and a set of steps group members can take when one or more of its members disrupts the group dynamic through “work hoarding” or “slacking off.” To that end, please meet as a group and respond to the prompts given below. Please post your final contract to the corresponding assignment in ELMS.

**Contract Details**

- Contact email and phone number for each member of the group
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Name	Phone Number	Email address

How will group members communicate with one another (email, phone, facebook, google groups, etc.)? Please provide a link to any group websites or documents.

What is the expected response time for group members? (8 hours? 12 hours? 24 hours?)

- Please list when and where the group will meet to work on interim and final assignments (I suggest setting a particular time each week so that group meetings are a standing commitment). Do you plan to have any additional meetings to practice the final presentation? If a member cannot make regularly scheduled meetings, how else might that person participate in the group?
- Please list interim (self-selected) due dates for your group so that you meet each of the project due dates listed in the syllabus. Hint: Make group due dates 2-3 days in advance of project due dates so that there is ample time to address any problems which might arise. Leaving due dates until 8pm on the night before can lead to significant problems, as past groups have learned.

Project assignment	Due date	Group submission due date
Interests and aptitudes survey	7 Sept 2015	Individual assignment

Group contract	14 Sept 2015	
Topic and annotated bibliography of first 3 sources	25 Sept 2015	
Annotated bibliography of all sources	2 Oct 2015	
Mid-semester check-in	9 Oct 2015	Individual assignment
Detailed outline of the project	30 Oct 2015	
Completed major draft of the presentation	20 Nov 2015	
Peer review of another group's presentation	30 Nov 2015	Individual assignment
Self and team member reviews	11 Dec 2015	Individual assignment
Final presentation	TBA during last 4 class sessions.	

- Please describe how work will be divided among members in a fair manner and how accountability for getting work done will be established.
- Please describe how collaboration on ALL work will be done so that submitted work reflects the efforts of every student on every question. That is, what will the process be for group members to review each other's work and revisions to be made prior to handing in an assignment? Will there be a shared document such as a google doc where members can submit their work and review the work of others?
- Please describe specific steps to be taken if group members are not meeting group expectations. That is, what steps will you take to manage "work-hoarders" (those who take on a disproportionate amount of work), "hitchhikers" (those who are along for the ride but contribute very little), and other unpleasant members who hinder the group work process.

Note: If a member is chronically not participating in her/his share of the work or otherwise significantly hindering the group, the group may elect to meet with Dr. Balcom to consider "firing" that person from the group. The group should document all attempts to talk to and work with the group member in question via email and share that information with *all* members of the group. Group members should make and document a significant effort to address the issue with the group member whose performance is in question. Approach problems with fairness and a lack of judgement, as sometimes participation issues are part of larger challenges a student faces and solutions can be devised before feelings are hurt and tensions are high if you keep this in mind from the start. You don't know what is going on until you ask.

**By submitting this contract, you are agreeing to abide by the policies and deadlines specified herein.**