**Team Policies†**

Your team will have a number of responsibilities as it completes project assignments.

• *Designate a Production Manager&Editor, Artistic Director, Lead Writer, and Technical Expert.* Discuss the roles of these different positions and who is comfortable managing these roles in their schedule.

• *Agree on a common meeting time and what each member should have done before the next meeting*. Do the required individual preparation. Production Manager checks with other team members before the meeting to remind them of when and where they will meet and what they are supposed to do.

• *The Production Manger turns in each assignment, with the names on it of every team member who participated actively in completing it*. All team members should review and agree on assignments prior to their submission. If the Production Manager anticipates a problem getting to class on time on the due date of the assignment, it is his/her responsibility to make sure someone turns it in.

• *Review returned assignments*. Make sure everyone understands why points were lost and how to correct errors.

• *Consult with your instructor if a conflict arises that can’t be worked through by the team*. If a team member refuses to cooperate on an assignment, his/ her name should not be included on the completed work. If the problem persists, the team should meet with the instructor so that the problem can be resolved, if possible.

As you will find out, group work isn’t always easy—team members sometimes cannot prepare for or attend group sessions because of other responsibilities, and conflicts often result from differing skill levels and work ethics. When teams work and communicate well, however, the benefits more than compensate for the difficulties. One way to improve the chances that a team will work well is to agree beforehand on what everyone on the team expects from everyone else. Reaching this understanding is the goal of the assignment on the *Team Expectations Agreement* handout.

**TEAM EXPECTATIONS AGREEMENT†**

**In addition you can create your own team-specific policies. You can deal with any or all aspects of the responsibilities outlined above—preparation for and attendance at group meetings, making sure everyone understands all the solutions, communicating frankly but with respect when conflicts arise, etc. Each team member should sign the sheet, indicating acceptance of these expectations and intention to fulfill them. Include logistical policies such as turn-around time for comments on drafts, turn-around time for responding to email, etc.**

*These expectations are for your use and benefit—* For example, “We will each solve every problem in every assignment completely before we get together” or “We will get 100 on every assignment” or “We will never miss a meeting” are probably unrealistic, but “We will try to set up the problems individually before meeting” and “We will make sure that anyone who misses a meeting for good cause gets caught up on the work” are realistic.

† Modified from Oakley et al. 2004. Turning Student Groups into effective Teams *Journal of Student Centered Learning* 2: 9-34. R. M. Felder & R. Brent, *Effective Teaching*, North Carolina State University, 2000.

**Additional policies and expectations:** (modify the space for this section to fit your needs)

**We have all read and agree to the policies and expectations set in these documents.**

**We have read and discussed these policies and expectations.**

Production manager & editor: Signature Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Artistic Director:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Writer:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technical expert:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GROUP MEMBER DETAILS**

**Fill out the form and each group member should have a copy (electronic or hardcopy). (Don’t include cell phone numbers or any sensitive contact information on forms submitted to the TA.)**

**Production Manager & Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Best to contact by email or cell phone? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best times to meet/available times in schedule:

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**Artistic Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best to contact by email or cell phone? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_cell phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best times to meet/available times in schedule:

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**Lead Writer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best to contact by email or cell phone? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Best times to meet/available times in schedule:

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**Technical Expert:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best to contact by email or cell phone? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Best times to meet/available times in schedule:

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