

Group Contract Guidelines

Dr. Scott - PSYC 212

Please include all of the following elements in your group contract. Each group member should write out their own contract first and then come together as a group to compare notes and decide how to reach consensus on your group policies and guidelines.

Research Team Policies & Guidelines

1. Attendance Policy: Expected attendance, policies and procedures for missing meetings, penalties for missing meetings.
2. Project Due Date Policy: Do you plan to finish AHEAD of deadlines to seek help from Dr. Scott? Will all members attend those meetings? Will all members proofread final drafts? When should all materials be submitted if you are collaborating?
3. Communication Policy: Will you communicate by text, email, or phone between meetings? What is the expected period of time in which you expect someone to RESPOND to your communications?
4. Shared Workload Policy: All of you must do ALL sections of the research, but how will you divide the workload when it comes to consolidating and assembling PP or papers? ALL members must be present when collaborating.
5. Conflict Policy: You WILL have conflict! You want to be VERY, VERY, specific here about how you will resolve problems and carefully layout what the penalties will be for missed meetings, deadlines, poor performance, poor communication, etc. Simply saying “We’ll work it out” is a recipe for disaster! How will group members work through conflict? Plan now, avoid the rush!

Group Contract Example from 2019:

Group Contract

Valid: 9/11/19-10/4/19

1. **Attendance:** Attendance is 100% mandatory with the exception of emergency or 48 hour notice (to all group members). The 48 hour notice is only for “excused absences” (e.g. meetings scheduled out of our control, illness, etc.). The grace period for each meeting is 10 minutes. Missing the grace period without a valid excuse will be treated the same as an unexcused missed meeting. Missing a meeting without letting group members know (unexcused), will result in a group discussion. The second missed meeting without notice

will result in termination of that group member. If a member needs to miss a portion of a meeting for a valid reason, that member needs to give the group a 24 hour notice. A member cannot partially miss more than two meetings without receiving a strike.

2. **Meeting Location/Time:** Group meetings will be at study rooms in the library. Members will take turns reserving study rooms. We will meet Mondays from 6:00 PM-8:00 PM, Tuesdays from 4:30 PM-6:30 PM, and if needed Wednesdays from 1:30-2:45 PM, and Fridays from 2:00-4:00 PM. Group meetings will be cancelled via text message group chat if they are not needed. Cancellation of a meeting must be unanimous.
3. **Project Due Date Policy:** All work must be done 48 hours before the deadline. All group members must attend the final meeting before the deadline. All group members must proofread final draft/projects.
4. **Communication Policy:** Communication will be done through text message. Group members are each expected to respond within three hours of the original text (One group member has games Wednesday and Saturday nights).
5. **Shared Workload Policy:** All work will be done in a pair before collaborating and coming together as a group. Group members must complete the work they have committed to completing by the date they committed to.
6. **Conflict Policy:** If conflict occurs between group members, it will be discussed at the next meeting in person. If a member misses the final meeting before a deadline, that member will be removed from the group if it is not a life or death situation. If two or more group members have a personality clash and it affects the group and the work being produced, if they do not put it aside or work it out, it will result in a strike for all members involved. If a member is physically present at a meeting but does not contribute, they will receive 1 strike. Three strikes will result in termination.

Group Contract Example from 2020:

1. Attendance Policy-

- Attend meetings at scheduled time on Thursday's (430pm-630pm), Friday's (11am-1pm), Monday's (130pm-330pm). (subject to change if group members agree to stay later or earlier)
- Expected to attend all scheduled meetings in entirety (unless due to personal reasons such as job in which case still expected tell group prior)

- Absence without notice or excessive absences; over 2, will result in a strike towards expulsion
- If going to miss meeting communicate with group a day prior or early as possible that they are unable to come and why (in ability to communicate will result in a strike)
- We will be understanding of emergencies (must be valid, other group members decide if valid) and personal/Work schedules but do best to come to pre-scheduled meetings

2. **Project due date policy-**

- Attempt to finish projects a few days early in order to proof read, seek help, and finalize project
- If group work, finish your sections the day before due so everyone has time to submit work and proofread each other for errors
- If time available, ask Dr. Scott for input to better project (i.e. have 2 days before project is due and have time for edits)

3. **Communication policy-**

- Respond through group chat, email and Google doc and Google slides.
- Expected to respond within a few hours (after 24 hours with no response without legitimate reasons (i.e. Emergencies personally) a strike will concur.
- If respond after 5 hours provide a quick "Sorry, I was doing..." so group knows communication is still strong and effective.

4. **Shared workload policy-**

- Work through Google Docs, Power Point, Word.
- Work should be divided evenly

- If group feels work division is uneven and is discussed but continues will incur a strike
- Make sure to reach out or ask for help from other group members if needed.
- Communicate if unable to complete your task
- If not able to attend meetings still complete task.

5. Conflict Policy-

- Attempt to work conflict out in group through discussion
- If unable to work out issues among ourselves can seek help from Dr. Scott
- Violations of contract will result in a strike and if after 3 strikes group feels it is affecting the group, the others will discuss if they would like to kick the group member out with 3 strikes.

6. 3 Strike Clause-

- 1st Strike: Group Verbal Warning
- 2nd Strike: Grouping with member and let Dr. Scott know member has 2 strike
- 3rd Strike: Other group members will discuss if they are going to kick this group member out, Dr. Scott will be consulted.