# TEAM CONTRACT PERSONAL WORKSHEET

This assignment is designed to help each team develop a Team Contract. Before coming to your tutorial session, complete the Personal Worksheet below. During your tutorial session, meet with your teammates to discuss your answers and develop the team contract by following the Team Discussion Guidelines on the back of this sheet.

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| **1. What do I want to get out of this course?** | |
| a. What do I want to learn in this course this semester? | |
| b. How do I learn best? | |
| c. What are my personal learning goals for this course? | |
| d. What are my hopes and fears about working with the team? | |
| **2. What do I have to offer to my teammates?** | |
| a. Previous experience that might be useful to the team (research experience, experience working with or leading teams) | |
| b. Special skills that I can teach/coach others to use (experimental design, organic chemistry, genetics, math) | |
| **3. My personal preferences/work styles are:** | |

# TEAM DISCUSSION GUIDELINES

1. What does each team member want to get out of this course?
   - What do I want to learn?
   - How do I learn – by doing, by someone else explaining, by reading?
   - Learning goals for the course (not performance goal) –e.g., teach others, generate new ideas, become a high performing team, learn specific concepts, learn new ways of learning
   - Hopes and fears about the group

2. What do I have to offer others?
   - Previous experience that might be helpful to the members of the team.
   - Special skills that I can teach others or coach others to use (e.g., great at graphing, solving math problems, drawing chemical structures, using Excel, working in teams)

3. What are my personal preferences/work styles? For example,
   - Great editor, lousy writer, creative thinker
   - Need time to think before talking about the problem with others
   - Need to read material before talking about it
   - Prefer to talk or brainstorm before reading
   - Communicate best in person/prefer email/text
   - Prefer group discussion before developing my own position
   - Annoying habits that I have that I will try to limit
   - What really annoys me but I will try to overcome or tolerate

4. Choose a name for your team – be creative!

5. Discuss your specific expectations for the performance of:
   - the team with regards to assignments completed during the tutorial sessions
   - each individual team member

6. Reach consensus on the team's goals and expectations and write them in measureable, performance-based terms.

7. Decide on the procedures that the team will use to communicate and manage itself.
   - Include procedures to be used if a team member's performance falls outside of the expectations (either exceeds or fails to meet minimum requirements).
   - Focus on both task accomplishments and team dynamics (e.g., rewards, feedback, oral and/or written warnings, managing conflict, etc.).

8. Identify the team's policies, rules or norms.  Also, identify the behaviours that constitute grounds for initiating each procedure. For example, a rule might be to attend all lectures. What will the consequence be for missing a lecture without advanced warning?  It could be to bring the group coffee, or a treat.

9. Discuss the roles that will be needed for the team to function and communicate well.  When appropriate, identify and assign specific roles.

10. Based on the team discussion of each of the above points, complete and sign the team contract and give the team contract to your TA before the end of your tutorial session.  Your contract will be reviewed and you will be provided with feedback.

11. Take a creative team "selfie" and email it to Dr. Barrette-Ng before the end of your tutorial session.