

## Team Contract Guidelines

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GCH 412: Fundamentals of Epidemiology



Collaborative learning and group interaction are valued as integral aspects of the learning experience here at Mason. The benefits of this type of learning are well documented in the educational research—group work is associated with deeper learning, strong information retention, and the acquisition of valuable communication and teamwork skills. Given this, you will gain experience and enhance your team interaction, problem-solving, and communication competency skills through this project. For teams to function well, it is important to formalize the expectations of each team member and to develop a shared understanding of these expectations; thus, your team will create a team contract. This will also help keep your team on track and accountable.

In addition to helping you develop team cohesiveness and prevent negative conflict by discussing each group member's expectations, this contract is also a resource for you in the event conflict does arise. To accomplish this, your group contract should cover the following points:

- How will you work to create a positive group experience, and how will you work to avoid the pitfalls of “problem groups” from your past?
- What goals do you have as a team?
- How will you establish governance; that is, what rules do you want to create for how the team will operate?
- By what methods will communication be maintained across group members? For example, how often will you meet? Where will you meet? How will you coordinate your team efforts? Consider how you can use technology to your advantage. Will you email or text or talk in person? Specifically address response times. Do you expect group members to respond in 4 hours? 10 hours? 24 hours? Be realistic.
- How do you plan to share the work for and contribute to the report; e.g., what will be the responsibilities of various team members?
- How will you deal with conflicts and/or problems that may emerge in your group? It is important to discuss the group's expectations and the consequences of not participating or being involved in the group process now, so that your contract can address this effectively.
- How will you determine if or when I should be consulted if the group is having problems?
- What else? Include any other points needed to ensure that you start on the right foot.

The contract must be typed and signed by each member of the group. Please scan or photograph the signed copy and submit it online via Blackboard. In addition to making sure that I have a copy, I encourage each of you to keep a copy of the signed contract.

## Group Project Peer Evaluation

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You are being asked to complete this evaluation so that I can recognize the individual contributions of group members to the overall group project. Each group member can earn a possible 40 points that will go towards your overall report score. To help me determine your grade and assign these points, please provide me with information that evaluates the performance of your group members and yourself. Keep in mind that the information you provide here is *confidential*, and I will not share this specific information with your group members. It may be shared in an aggregated form if a grade is substantially impacted. Below are the criteria to consider as you rate yourself and your group members.

1. Active Participation: Attending and participating in group meetings, responding in a timely manner to emails and texts
2. Constructive Contribution: Proactively researching information about issue and providing quality research, fostering creativity, bringing unique skills and abilities that aid in the quality of the final paper, and providing leadership
3. Supported Group Process: Eliciting, valuing, and respecting the viewpoints and input of others; making room for quiet members or not overshadowing others; mediating arguments and relieving tension; lending a positive attitude
4. Communication: Checking in with group before missing a meeting, clarifying expectations, keeping communication channels open among group members, facilitating others' participating, and speaking/listening effectively and respectfully
5. Commitment and Effort: Following through on assigned tasks, meeting all deadlines, being accountable to group members, and working consistently to meet group expectations

Using each of the above criteria, provide a rating for yourself and each of your group members. Use the rating scale below. In the last column, please total the points.

| FULL NAME       | POINT SCALE                              |                           |                         |               |                       |              |
|-----------------|--|---------------------------|-------------------------|---------------|-----------------------|--------------|
|                 | 1-----3-----5-----7-----10<br>(terrible) |                           | (fantastic)             |               |                       |              |
|                 | Active Participation                     | Constructive Contribution | Supported Group Process | Communication | Commitment and Effort | Total Points |
| Yourself:       |  |                           |                         |               |                       |              |
| Group member 1: |  |                           |                         |               |                       |              |
| Group member 2: |  |                           |                         |               |                       |              |
| Group member 3: |  |                           |                         |               |                       |              |

**In addition**, please write a **separate paragraph** about yourself and each group member that explains your reasons for your ratings. Be sure to use the criteria above and to provide specific information, positive and negative, that will provide evidence and support for your ratings. I

expect you to put thought and effort into this review as it contributes substantially to your overall grade. **Failure to provide comprehensive information can result in the reduction of your personal group participation grade.** This peer evaluation is due on Blackboard at the same time as your epi report team project.

Explanation and Justification of Self-Rating:

Explanation and Justification of Rating for Group Member 1:

Explanation and Justification of Rating for Group Member 2:

Explanation and Justification of Rating for Group Member 3:

***(Failure to turn this form in on time via Blackboard will result in a 50-point deduction in YOUR individual report grade)***



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