Team Partnership Agreement

You will work together in teams within this course and ***your insert course name.*** By identifying and agreeing upon ground rules at the beginning of the course, teams minimize the risk of conflict, facilitate task completion, and utilize their time efficiently.

To begin the process, you need to establish guidelines concerning how your team will work together. Using the template provided, your team needs to discuss the project and establish equitable expectations of each member of the team. Take into consideration your talents. How can you best contribute to the team? How will your team communicate? What are the team boundaries? Your team needs to have people assigned to different roles as well as tasks. Also, you will need a timeline for setting deadlines. For this assignment you need to discuss these issues as a team, respond to the components listed below. Each person will need to sign the agreement and a final copy needs to be submitted by one team member.

Please review the rubric for grading criteria.

|  |  |
| --- | --- |
|  | **Team Partnership Agreement** |
| **Criteria** | **Ratings** |
| Getting the Conversation Started (15 points)What are your fears and concernsabout working together as a team?What are your wishes aboutworking together as a team? | **Excellent (score range 13-15)**All required criteria included. Specific details included. | **Needs Improvement (score range 1-12)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail.  | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |
| Roles(20 points)Define and establish each member’s role considering the person’s strengths and weaknesses.Will the team have a leader and co-leader? Whom will they be, or will the role rotate?How will work be distributed? Who will do what? Who is designated backup? Hint: Use the Assignments and rubrics to make the work assignments.Who will make sure everyone is on task?Will everyone review the finalproduct?Who will post the team assignments? | **Excellent (score range 18-****20)**All required criteria included. Specific details included. | **Needs Improvement (score range 1-17)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail. | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |
| Timeline (15 points)Decide when the different parts will be due.Are you allowing time foreveryone to read over it and send feedback?Who will make the final edit and who will assist with it?Who will submit the projects forthe team? | **Excellent (score range 13-15)**All required criteria included. Specific details included. | **Needs Improvement (score range 1-12)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail. | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |
| Ground rules (20 points)Are there any known problems orproblematic dates/times that need to be factored in?When and how will the team “meet” or communicate with each other? How often? What is the timeframe to respond to teammates?How will different versions of an assignment be handled?How will members be heldaccountable to the due dates? | **Excellent (score range 18-20)**All required criteria included. Specific details included. |  **Needs Improvement (score range 1-17)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail. | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |

|  |  |  |  |
| --- | --- | --- | --- |
| Conflict Management Strategies (15 points)How will team members provide constructive feedback to each other?How will team members handle work that is subpar, incomplete, or not done?How will you support each other throughout the semester? | **Excellent (score range 13-15)**All required criteria included. Specific details included. | **Needs Improvement (score range 1-12)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail. | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |
| Fine Tuning the Partnership (15 points)What is your Team Name?Is your team the best team in this class? How are you going to make yours the best team?It is expected that each team will complete the assignments at least 24 hours before the due date/time. Then every group member will make time to review it before the submission of the completed assignment.Submit 1 copy of this agreement per Team. The file should be titled “Team Name Partnership Agreement”. All members sign partnership agreement. | **Excellent (score range 13-15)**All required criteria included. Specific details included. | **Needs Improvement (score range 1-12)**All required criteria addressed but some gaps in detail; improvement needed with including specific detail. | **Unsatisfactory (no credit)**Missing some required criteria; vague language in a number of areas that would potentially affect team's performance |