TEAM CONTRIBUTION GUIDELINES

☐ Write down the names of all your teammates.

☐ Identify three or more attributes that help you and your colleagues learn from each other and work effectively as a team (samples from previous years are below).

☐ Be specific about these criteria; name ones that the members of your team would feel comfortable using for your peer evaluations for this course.

☐ These are subject to change if the team so decides. After the team has worked together for a while, you will be asked to review and revise the guidelines. For example, you may have included “Show respect for team members” but will have noticed after a few weeks, that different people define respect differently.

Team names

____________________________________________________________________

____________________________________________________________________

Team guidelines

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________ use other side if you need more space

What are the consequences for you and your team members if you or they don’t meet the guidelines?

____________________________________________________________________

Previous teams’ criteria included:

☐ Listen to team members-be polite

☐ Be receptive to and respectful of others’ thoughts/input

☐ Be patient with others’ process and learning

☐ Be prepared – put in a good faith effort

☐ Be proactive in addressing problems

☐ Contribute to discussions

☐ Don’t hide behind the laptop