**MEMBERSHIP ROLES**

|  |  |  |
| --- | --- | --- |
| Suggested Roles (You may modify these as needed) | Responsible Member | Contact information  Get school contacts |
| Team Liaison *(Interacts with the teacher on behalf of the team):* |  |  |
| Team Secretary *(Makes sure all the team documentation is in order):* |  |  |
| Team Arbitrator *(Monitors adherence to team rules using the contract / issues warnings):* |  |  |
| Team Monitor *(Check assignments against the rubric, proofreads documents):* |  |  |

**GOALS**

What is the specific goal of this team? (What will this team produce?)

**NORMS, POLICIES, PROCEDURES**

**Norms**

What are your norms for each team member (be on time with work, communicate successes and failures, etc)?

How will your team communicate?

**Group Policies**

*Absence Policy* – What should a team member do when absent from school?

What is your policy for a group member being absent the day of a presentation or when an assignment is due?

*Work Policy* – What happens when a group member does not finish their share of the work or the work is late?

**Group Member Dismissal Procedure**

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| --- |
| **First warning** – a written notification to team member of their offense, necessary changes the team member must make, and a specific date by when these changes must be made. Sra. Oke-Bello is notified of the situation. |
| **Second warning** – Meeting with teacher & Parents are called  (Is the second warning a result of repeat offenses or any offense originally leading to a warning?) |
| **Dismissal from group** –  Upon dismissal, the group member is responsible for completing the project, from scratch. Only his/her original two items may be used (all other work must remain with the group). |

**GROUP SIGNATURES**

|  |  |  |
| --- | --- | --- |
| **Group Member** | **Signature** | **Date** |
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|  |  |  |
|  |  |  |

**FACILITATOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

Collaboration rubric

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Advanced  4 | Proficient  3 | Basic  2 | Below Basic  1 |
| Preparation | Student comes to class each day prepared with all material. Student completes all daily journal entries, and has developed a timeline for completion of his/her part of the project. | Student comes to class prepared most of the time. Student completes all but 2-3 journal entries. Student has a timeline but it is missing some key information. | Student comes to class prepared most of the time. Student completes journal occasionally, and the timeline is either missing or very poorly constructed | Student rarely comes to class prepared. Student doesn’t complete journal entries and doesn’t have a timeline in place. |
| Time Management | Student comes to class daily and gets to work with little prompting. | Student spends very little time off work. Student uses plan to maximize work output. | Student needs to be reminded frequently to stay on task. Student does not use plan in an effective manner. | Student spends more time off task than on-task. Student needs to be constantly reminded to get to work |
| Contribution | Student contributes to the best of his/her ability to the success of the group. Helps others in group, and encourages group members to be successful | Student contributes to the best of his/her abilities most of the time. Helps others in the group, but not always a positive contributor to the group. | Student contributes infrequently to the positive work of group. Student is more of a hindrance than a help to the group. | Student makes little or no effort to contribute positively to the group. In a constant source of friction for the group |
| Cooperation | Never argues with teammates, and looks for ways to minimize group conflict. Almost always listens to, shares with, and supports the efforts of others in the group | Student never argues. Usually listens to, shares with, and supports the efforts of others in the group. Does not cause “waves” in the group | Does not argue, but does not listen either. Often listens to, shares with, and supports the efforts of others in the group but sometimes is not a good team member. | Argues with teammates. Rarely listens to, shares with, and supports the efforts of others in the group. Often is not a good team member. |
| Attendance | Student attends class daily and is on time | Student misses 1-2 classes, or is tardy more than once during project | Student misses 3 or more classes, or is tardy more than 4 times. | Students sporadic attendance makes completion of group project difficult |