

**CPSG 200 Science & Global Change Sophomore Colloquium  
Visions of the Future Team Responsibilities Contract  
Due Sept. 19, 2022**

**After this has been filled out, scan the contract: provide a copy of the scan to each student. One student from each team must upload the scan on ELMS**

This team contract will set the procedures for the team to:

- Methods to contact other team members
- Setting team work due dates and obligations
- Setting team meeting schedules
- Provisions for dealing with team members who routinely do not complete their work or share it with the team, or in other ways are a significant negative influence on the team.

**CONTACT METHODS (include the phone number, email address, etc., as appropriate)**

Team Member	Best Method to Contact Them	Alternative Method to Contact Them
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**DUE DATES AND WORK DISTRIBUTION**

Examine the complete "Search for Solution" packet to determine what work needs to be done, and when it has to be turned in or otherwise completed. With your team, determine a plan to complete these activities. Below, list **WHICH** team member will be responsible for completing **WHAT** task and by **WHEN**. Everyone should be doing comparable levels of work.

Group Member 1 \_\_\_\_\_

**Responsibilities:**

Group Member 2 \_\_\_\_\_

**Responsibilities:**

Group Member 3 \_\_\_\_\_  
**Responsibilities:**

Group Member 4 \_\_\_\_\_  
**Responsibilities:**

(if you have one, Group Member 5) \_\_\_\_\_  
**Responsibilities:**

### **TEAM MEETINGS**

The team needs to meet in order to ensure that the project is proceeding on schedule. These meetings may be in person (if all parties can agree upon a responsible way of doing this) or virtually (i.e., Zoom, Skype, or other online method), etc. In the space below, list **WHEN** each team meeting will occur (date and time or frequency) and the **LOCATION** (physical location or other method) of each meeting.

**PROVISIONS FOR DEALING WITH PROBLEM TEAM MEMBERS**

A team member that routinely does these things may be a problem for the team in its effort to achieve its goals:

- A team member who regularly fails to complete their work on time.
- A team member who refuses to share their work with the team (and wants to submit it alone).
- A team member who does not communicate with the team regularly and/or does not attend team meetings regularly.
- A team member who regularly causes other problems, such as disrupting team meetings, refusing to compromise/agree with the team on work distribution, or other uncooperative behavior.

If such a team member is present on the team, the team needs to delineate a procedure for dealing with the problem team member; the procedure followed to completion could lead to “firing” the team member from the team. (A team member “fired” from a project will receive a zero on the project.)

In the space below, incorporate the steps into a team procedure for dealing with and potentially firing a problem team member. The procedure should include:

1. How the team will notify the problem member that there is a perceived problem that needs to be rectified (i.e., how would you contact them in person? By email? How?)
  
2. How a second notice about ongoing problem(s) will be given to the team member. If a second notice needs to be given, then Drs. Holtz (tholtz@umd.edu) & Merck (jmerck@umd.edu) also need to be notified by email.
  
3. How the team will fire a problem team member once the previous steps are taken and the problem persists. This process must include a meeting with Dr. Holtz or Dr. Merck and all team members. At this meeting how will it be decided if the team member should be fired? (Will the team vote? Must the vote be unanimous? Will the vote be anonymous? Will another method be used?)

Depending on the resolution of the vote, Drs. Holtz & Merck will consult with the fired student as to the fate of their remaining grade in the semester & their status in College Park Scholars-Science & Global Change.

**APPROVAL OF PREVIOUS STATEMENTS**

Signatures of all students, agreeing to the contract, with date.

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_____	_____
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