

Fast start Contract

Work through each of these discussion points, recording your decision on each one. There's a Help Sheet at the end.

The group assignment	Actual wording	Divided into tasks
How often you'll meet		
Where you'll meet		
How long the meetings will last		
Group rules		

Milestones and deadlines	
Who will do what Name	Tasks

Signatures

Contract Help Sheet

<p>The group assignment Write down exactly what you have to do. Break it into tasks. *See ‘Who will do what’ below.</p>
<p>How often you’ll meet Minimum of once a week, but the more often, the better</p>
<p>Where you’ll meet Online communication is an option, perhaps once you get underway. Ask your lecturer about setting up a discussion group for you in UTS Online. Or agree to email.</p>
<p>How long the meetings will last Minimum of one hour, but sometimes may need to be longer.</p>
<p>Group rules These rules of other groups might help you make your own: <i>*Each speaker will be clear, specific and concise— no five minute speeches.</i> <i>* If you’re going to be late, let the group know.</i> <i>* Speaking and listening are equally valued.</i> <i>* Enjoy the process.</i> <i>* We don’t have to get it right at first, we just have to get it right.</i> <i>* Everyone has to be the most tolerant person in the group.</i> <i>* The group must agree before someone is identified as not contributing or participating. The person will then be warned. Then if the problem continues the lecturer will be notified.</i> <i>* Share problems and confusions with each other immediately so they don’t magnify.</i></p>
<p>Milestones and deadlines Work backwards from the date due. Allow enough time for special needs. Allow enough review time at the end to do another draft of the entire assignment... just in case.</p>
<p>Who will do what This takes some discussion. If you have time, consider ways you can divide up team tasks: the way your lecturer divided them up? By who is good at what? By preference? By ability and experience? Look back to the Expectations exercise. This might help you divide up the tasks by abilities and interests. Be warned: groups that divide the task into separate sections, then go away and complete them without consulting each other, have a terrible time putting the parts all back together at the end. * It is often better to divide the tasks into roles such as research writing, interviewing, organising interviews, reading the literature, preparing the tables and diagrams.</p>
<p>Signatures This is a vital step, signifying that everyone in the group agrees to the contract. Negotiations are over and the assignment work can begin. If anyone is not happy to sign, more negotiation must take place. What’s the problem? Can their concerns be accommodated? Perhaps everyone can give a bit in the interests of moving on. Patience and reasonableness will win the day here. If the problem is intractable, ask your lecturer for help. When everyone signs, celebrate. The group has already chalked up an accomplishment.</p>