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Kamau, Caroline and Spong, A. (2013) Student induction tools: Group contract and group log. [Teaching Resource] (Unpublished)

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GROUP CONTRACT

For academic purposes: You can use this student group contract for teaching, study purposes, research or any non-profit reason without the need to request permission from the authors, provided you retain a reference to the authors within the footnote or citation. An experiment testing this and other student teamwork induction protocols:

Kamau, C. and Spong, A. [forthcoming]. A student teamwork induction protocol. *Studies in Higher Education*.

All other purposes: If you want to use this group contract a profit-related reason, please contact the authors. Copyright requests: please contact Dr. Caroline Kamau & Ms. Abigail Spong, Birkbeck, University of London, Department of Organizational Psychology, Malet Street, London, WC1E 7HX, United Kingdom.

Group Contract for Student Teamwork

Important! The contents of this group contract will be created by all members of a given student task group (that is, a group of students completing an assessment jointly). Please have an open discussion about how to fill in each blank section below. Once you have agreed on the wording, write or type into the blank sections. At this point please request each member to sign and date the contract. Each member shall keep a signed and dated copy of this contract for his/her reference and as evidence that he/she agrees to the group contract.

Part 1: Name of Group

In part 1, group members choose any name that defines their task group and distinguishes it from other groups.

Name of group.....

Part 2: Names and contact details of members

In part 2, group members provide details enabling other members to contact them.

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

Part 3: Key information

Date of group contract..... Date of group assessment.....

Name of unit/module..... Faculty.....

Part 4: Group captain

In part 4, members choose a leader (who is himself/herself a member of the group).

Name of group captain.....Date elected.....

Election of group captain: majority vote minority vote self-nomination

Can the group captain resign, be unelected or replaced? yes no

If yes, why?

Does the group captain have more authority than an ordinary member? yes no

Part 5: Group meetings

In part 5, members decide and agree on rules concerning the following: planning of meetings, attendance of meetings, logging of meetings, minutes from meetings, penalties for non-attendance of meetings:

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Part 6: Task division

In part 6, the group shall agree upon how to divide tasks amongst members, giving each unique responsibility

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Part 7: Conflict resolution

In part 8, the group members shall agree on how to resolve any disputes, conflicts and/or breaches of contract

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Part 9: Signatures and dates

In part 9, members make a declaration of to each other: "We as the members of this group hereby sign and date this group contract, which we all agree to":

Name..... Signature..... Date.....
Name..... Signature..... Date.....
Name..... Signature..... Date.....
Name..... Signature..... Date.....
Name..... Signature..... Date.....

GROUP LOG

For academic purposes: You can use this student group log for teaching, study purposes, research or any non-profit reason without the need to request permission from the authors, provided you retain a reference to the authors within the footnote or citation. . An experiment testing this and other student teamwork induction protocols:

Kamau, C. and Spong, A. [forthcoming]. A student teamwork induction protocol. *Studies in Higher Education*.

All other purposes: If you want to use this group log a profit-related reason, please contact the authors. Copyright requests: please contact Dr. Caroline Kamau & Ms. Abigail Spong, Birkbeck, University of London, Department of Organizational Psychology, Malet Street, London, WC1E 7HX, United Kingdom.

Group Log for Student Teamwork

Important! The contents of this group log will be kept by the group captain on behalf of members of a student task group (that is, a group of students completing an assignment jointly). In addition to using this group log, it is advisable that you create a group log. However, if you wish, you may use this group log without necessarily having a group contract.

Part 1: Name of Group

In part 1, group members choose any name that defines their task group and distinguishes it from other groups.

Name of group.....

Part 2: Names and contact details of members

In part 2, group members provide details enabling other members to contact them.

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

NameE-mail.....Phone.....

Part 3: Key information

Date of group contract..... Date of group assessment.....

Name of unit/module..... Faculty.....

Part 4: Group captain

In part 4, members choose a leader (who is himself/herself a member of the group).

Name of group captain.....Date elected.....

Part 5: Group meetings

The following should be completed by the elected group captain or appointee at the end of each group meeting.

#	Date of meeting	Start time	Duration of meeting	Location	List the initials of the people who were PRESENT at that meeting
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2					
3					
4					
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Part 6: Group members' agreement with the above group log

Are the contents of this group log correct? Please write your name below and sign/date it to indicate that you approve of the contents of this group log.

Name _____ Signature _____ Date _____
 Name _____ Signature _____ Date _____
 Name _____ Signature _____ Date _____
 Name _____ Signature _____ Date _____
 Name _____ Signature _____ Date _____

Do you disagree with the contents of this group log? Write in the box below to indicate why. Write your initials and state which part of the group log you disagree with and why.