

Learning Team Agreement

The purpose of the learning team agreement (LTA) is to ensure all members of a work team agree as to how a project is going to be completed, and how teams will work together to meet required deadlines, goals, and deal with any conflict that may arise. The LTA will serve as the main conduit towards ensuring clear communications across team members regarding how the team will collectively achieve intended goals.

The completed LTA will serve as your team contract under which you will work to accomplish all assigned deliverables, both in terms of quantity and quality. It is important for each member of a team to contribute to, and accept responsibility for, the information contained herein. The LTA must be completed as part of the team assignment. The LTA, along with all communications related to your project, should be posted in your team forum. If an external tool is used for meetings, a summary of team meetings should be posted in your team forum.

As you prepare your LTA, have an honest conversation about how to draw on everyone's strengths to maximize the impact of your final submission. Does a member have strong research skills? Does a member have a particularly strong background in the subject matter? Does a member have strong editing skills? Does a member exhibit strong leadership skills?

It is important to note that in this program, students on the same team may not necessarily receive the same grade for the assigned project. Where evidence exists that a student did not contribute, or failed to meet the expectations as collectively approved under this LTA, the instructor may assign a portion of the grade (0-99%), of the overall earned grade to individual students. It is incumbent on team members to notify the instructor as soon as an issue may arise. Students are not able to remove a member from their team. The instructor will mediate team issues should such be required.

Share this agreement among your team and negotiate the terms. Your team leader should send the final copy to your professor. Feedback will be provided, and in most courses, a formal grade will be assigned.

PROJECT DETAILS

COURSE CODE/COURSE NAME: _____
PROFESSOR NAME: _____
DATE OF SUBMISSION: _____

TEAM COMPOSITION

Contact information for team members:

NAME	TELEPHONE	SKYPE	EMAIL	TIME ZONE/ AVAILABILITY

Team Leader: It is generally advisable to assign a team leader to every project. The team leader will serve as the primary contact point between the team and the professor throughout the project, and will be responsible for posting the final project to the assignment drop box.

NAME OF TEAM LEADER _____

Expectations for Time Management and Involvement: Describe below your collective expectations as they relate to member participation, communication, quality, accessibility, and commitment.

Ensuring Fair and Even Contribution and Collaboration: Describe the measures your team will take to ensure that all team members are contributing and collaborating in an appropriate fashion. How will you as a team communicate if a team member is not contributing and collaborating effectively? How will your team manage any conflict which may arise?