

Sample: Team Honor Code Contract

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I. TEAM MISSION

Our aim is to efficiently produce quality work that surpasses expectations. We will hold ourselves to a high standard of excellence and will be fully prepared when it comes time to present our project. Our project will be an oral presentation promoting a safer environment on UT campus.

II. TEAM VALUES

We, the members of the ("Team"), agree to uphold the following values, proposed to create greater unanimity and coordination among team members:

A. Open-Mindedness

1. Understanding each other's' obligations and time schedule
2. Putting aside biases that would hinder teammate's opinions and ideas

B. Communication

1. Being actively in contact with the Team by personal, electronic, or other means (e.g. GroupMe)
2. Disclosing scheduling conflicts in a timely manner

C. Integrity

1. Being honest about inability to complete an assignment, work on a presentation, collaborate, etc.
2. Contributing information that would be beneficial to the group's success.

D. Respect

1. Listening and responding constructively to the Team
2. Adhering to the Platinum Rule: *"Do unto others as they would have you do unto them, not as you would have them do unto you."*

E. Achievement

1. Completing assigned tasks to the highest standard
2. Driving each other constructively toward the Team goal

F. Cohesiveness

1. Acting as a unit through collaboration and equal standing
2. Resolving potential conflict by democratic means

III. STANDARDS FOR TEAMWORK

- A. Each member must actively participate in the Team and demonstrate a willingness to learn.
 1. Independent tasks must be undertaken with the goals and values of the Team in mind; and
 2. Undermining teamwork or Team cohesion will be seen as a breach of this clause.

- B. Each member must treat the other members, including their possessions and time, with integrity and respect.
 - 1. Tardiness, rudeness, lack of communication or lack of interest in the project will be seen as a breach of this clause.
- C. Each member must be prepared to work before the start of each meeting.
 - 1. Any assigned, deliverable tasks must have progressed reasonably or be completed by the start of the next meeting.
- D. Each member must communicate in a timely manner any inability to attend a meeting or complete an assigned task.
 - 1. Inability to complete an assigned task must be communicated at least 12 (twelve) hours before the next meeting is scheduled to take place; and
 - 2. Inability to attend a meeting must be communicated at least 5 (five) hours prior to the scheduled start time; and
 - 3. Failure to attend or participate in a meeting will be reflected in peer evaluations.
- E. Each member must perform their assigned tasks to the absolute best of their ability.
 - 1. Tasks will be assigned on a rolling basis during the planning phase; and
 - 2. Timely requests for help or disclosures of conflicts preventing the member from completing their tasks will be accommodated. We understand that our teammates will have other obligations and expect their honesty in those times.

IV. CONFLICT STRATEGIES

As on every Team comprised of individuals, conflicts will inevitably arise. Due to the variation of conflicts that may arise, our strategies for handling conflict will be determined by phases.

- A. Phase 1: Planning
 - 1. Members must collaborate with each other on all planning decisions; and
 - 2. Should ideational or procedural conflicts arise, members must look to Section III. Standards for Teamwork and Section II. Team Values to guide their conduct; and
 - 3. Any desired deviation from resolutions made in the planning phase must be proposed by GroupMe or at an official meeting.
- B. Phase 2: Preparation
 - 1. Members must be open to compromising with each other on all preparation decisions; and
 - 2. Members have discretion over decisions made to accomplish their own assigned tasks; and
 - 3. Should role or ideational conflicts arise, members must look to Section III. Standards for Teamwork and Section II. Team Values to guide their conduct; and
 - 4. Any role conflicts or questions related to overlapping tasks must be resolved quickly and respectfully by GroupMe or at an official meeting.

C. Phase 3: Presentation

1. Members must be willing to accommodate slight changes in the presentation caused by situational anxiety or technical difficulties; and
2. Members must inform the Team of any last-minute changes to the presentation before the start of the class period on (date).

V. DECISION MAKING

- A. Agreements will be made by means of a democratic vote.
1. A minimum 1/2 vote will constitute a consensus.
- B. Each member is given freedom to express their ideas, suggestions, opinions, critiques, etc. in order to promote the Team's success.

VI. EFFECTIVE AND ETHICAL COMMUNICATION

- A. Meeting times and locations will be decided in advance and will be communicated clearly over GroupMe.
- B. Timelines for the project will be decided at the second meeting.
- C. Practice for the presentation will take place during meetings.
- D. All members will be encouraged to participate equally in the project.

As a member of this Team, I understand that this Team Contract constitutes a binding formal agreement. By signing below, I hereby acknowledge that I will (a) abide by the Team's values, standards and goals as outlined in the Contract, and (b) fulfill the obligations described therein. I also agree that violation of this Team Contract may be reflected in the peer evaluation.

{Student Name}	_____	Date
{Student Name}	_____	Date