

# Learning Team Agreement

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Name \_\_\_\_\_ Date \_\_\_\_\_ Cohort \_\_\_\_\_ Course & Instructor \_\_\_\_\_

## Workshop 1: Learning Team Agreement

*Complete two copies: one to be turned in to instructor, second to be retained by the team Project Manager for this course*

<u>Team Members</u>	<u>Phone</u>	<u>Email</u>	<u>5 Strengths</u>
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1.

2.

3.

4.

5.

Note: Circle Project Manager for this team, for this course

Name of Project Manager for last course \_\_\_\_\_

Project Manager Responsibilities: 1. Create Timeline (p. 4) 2. Check on progress 3. Proactively troubleshoot
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We agree to meet:

Dates      Time      Location

*I commit to the success of our team and all its members regarding these*  
***Essential Elements of a Healthy Learning Team:***

**Communication** – I will:

- ✓ Check in on personal/professional lives of team members at each work session.
- ✓ Affirm other team/cohort members, be respectful of each other, and respect the confidentiality of personal information shared.
- ✓ Celebrate our strengths, acknowledge areas of needed improvement both individually and as a team, and encourage and help each other succeed.
- ✓ Ask for clarification from a team member or the instructor when I need to do so.

**Process** - I will:

- ✓ Attend team meetings, be on time, stay on task, and help to end meetings on time.
- ✓ Complete team assignments on time, on the schedule agreed to by the team.
- ✓ Notify the team (and the instructor) if I will unavoidably miss a workshop, a team meeting, or a deadline and:
  - Work with the Project Manager and the team to make sure my team assignments are completed or revised as agreed to.

**Team Dynamics** – I will:

- ✓ Listen to input on my work from teammates (and from instructor).
- ✓ Be open to changing my opinions, to listening and reserving judgment to other ideas with which I do not agree, and to not engage in personal attacks on others because of their views.
- ✓ If project differences arise, support the majority of my team members even if it differs from my ideas.
  - If I feel strongly that the team is headed the wrong way, I will submit my thoughts in writing to the team and to the instructor.
- ✓ If interpersonal differences arise, do the following:
  1. Go first to the person involved if I have a complaint
  2. If needed, take it to the Learning Team for resolution
  3. If needed, go to the instructor
  4. If needed, go to my Academic Advisor who may contact the Director of Adult Teaching and Learning
- ✓ Agree not to speak about others in a derogatory or demeaning manner which includes another team or cohort member or the instructor.
- ✓ Be willing to forgive and show grace to team members, cohort members, and instructors.

NOTE: Our team has agreed on and added the following areas of accountability:

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

**Signatures:** *one signed copy to be turned in to instructor and second to be retained by Project Manager*

## Learning Team Preparation Worksheet

*This page is for use in LT discussion and preparation for this course's LT project(s). It may or may not be turned in to the instructor.*

1. What are your StrengthsFinder™ Signature Strengths? *(Or what strengths do you bring to the group?)*
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  - 
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2. What skills (technical, interpersonal, etc.) do you bring to the team?
3. In what ways do you see yourself contributing? What would you like to bring? What has impeded you previously?
4. What outside time commitments do you have in the next 5/6 weeks? (Listen to your life. What is it telling you?).
5. What grade would you like to earn on this project?
6. What obstacles/challenges do you see the team encountering?
7. In what ways can the team offer you help/support?
8. Is there any other information the team needs to know?

## Project Planning

This page is for use in LT discussion and preparation for this course's LT project(s). It may or may not be turned in to the instructor.

	Workshop 1	Workshop 2	Workshop 3	Workshop 4	Workshop 5	(Workshop 6) If applicable
<b>Learning Team Project (or prep for project)</b>						
<b>Project Manager</b>						
<b>Task</b>						
<b>Person assigned</b> <b>Due date</b>						
<b>Task</b>						
<b>Person assigned</b> <b>Due date</b>						
<b>Task</b>						
<b>Person assigned</b> <b>Due date</b>						
<b>Task</b>						
<b>Person assigned</b> <b>Due date</b>						

Elements required:

Objectives:

Outcomes: *(creating something no one person could do on their own)*