|  |  |
| --- | --- |
| **GROUP NAME:**  | **PROJECT TITLE:** |
| **TEACHER:**  | **DATE:** | **PERIOD:** |

**SECTION 1 - Contact Info**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email Address** | **Phone#** | **Best Time to Meet** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**SECTION 2: Group Goals**

1.

2.

3.

**SECTION 3: Roles and Responsibilities**

The following bolded items are some important responsibilities that need to be assigned to an individual in your group. Please place these responsibilities under “Responsibilities for the assigned ROLE”.

* **Checking the Rubric**
* **Proofreading (includes grammar and spelling)**
* **Oral Presentation readiness**
* **Making sure group documents are stored in the group binder (kept in classroom)**
* **Checking and updating group performance log to make sure deadlines are met**
* **Contact absent students to update them on missed assignments**

|  |  |  |  |
| --- | --- | --- | --- |
| **Group Member** | **Primary ROLE in the Group** | **Responsibilities for the Assigned ROLE** | **Other Responsibilities for the PROJECT**  |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

***Roles: Historian, Government and PR Rep, Producer***

**Section 4: Group Rules - Please be *specific* and write complete sentences**

|  |
| --- |
| **Work Policy:** * What happens when a group member does not finish their share of the work **and/or** the work is late?
* Will final collaboration evaluation percentage points or total project percentage points be deducted if a member does not finish their share of the work or the work is late?
* By when should work be made up if a member is absent?
* How do you determine automatic firing?
* What will happen if a member is consistently absent or late to class and/or learning labs?
* What happens if someone does not show up the day of oral presentation?
* If a member is fired, what parts of the project will you allow that member to take with him/her?
* When and what time will your group members meet for mandatory learning lab?
 |

**SECTION 4: Group Member Dismissal**

**1. First Written Warning**

|  |  |
| --- | --- |
| What leads to a first warning? (list with bullet points) | What **consequences/plan/strategy** is going to be used to help the group member **avoid** a **second** warning? |

**2. Second Written Warning**

|  |  |
| --- | --- |
| What leads to a second warning? (list with bullet points) | What **consequences/plan/strategy** is going to beused to help the group member **avoid** a **third** warning? |

**3. Third Warning – Mandatory meeting with teacher**

|  |  |
| --- | --- |
| Who was warned and what was the outcome of the meeting? (Write down any recommendations or warnings for that individual as result of that meeting) | **DO NOT FILL THIS OUT UNTIL YOU HAVE HAD YOUR MEETING WITH THE TEACHER!** |

4. **Dismissal from group with Teacher Approval**

**SECTION 5: Group Signatures**

|  |  |  |
| --- | --- | --- |
| **Names** | **Signatures** | **Date** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |