

AP4CTE AP Seminar: Building a Dynamic Workforce

Research Strategies for Innovating and Problem-solving Across Career Paths

Module 5, Resource: Team Collaboration Norms and Expectations

The College Board Task 1 Team Project and Presentation requires students to exercise a key feature of research—working within a team setting for a shared, common outcome. Unlike many projects which can be completed through pure task-delineation, Task 1 must truly be a team effort, and the success of the project lies in all members’ shared responsibility, accountability, and willingness to share and discuss findings. The best projects show recognition of the strengths of each member of the team, a willingness to fulfill necessary roles, and a healthy amount of compromise. Communication facilitates this kind of outcome, especially when all members are aware of the desires of the team as a whole. By establishing norms and expectations, members clearly communicate and thus can help each other to achieve goals with clear accountability.

Once you have formed a team, complete the following with the input of all members—this form will be reference for the duration of the project.

Team Member	Phone Number	Email Address	Potential Availability Conflicts

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Shared Norms and Expectations	
<p>Working Process</p> <p>In the space provided, address the following:</p> <ul style="list-style-type: none">• <i>Who will be responsible for organizing and maintaining team notes, written work, shared files and materials? Where will they be stored and what will the process be for changing or adding materials?</i>• <i>Where and when will collaborative meetings happen (especially if/when they are necessary outside of class time)?</i>• <i>What are the expectations for team members who miss a meeting or a class period? Who will be responsible for catching team members “up to speed” and what will that process look like? What will missing members need to accomplish and in what time frame?</i>• <i>Add any other team-specific expectations or agreements</i>	
<p>Roles and Responsibilities</p> <p>In the space provided, address the following:</p> <ul style="list-style-type: none">• <i>Doing a bit of metacognitive awareness: what are the strengths that each member brings to the team effort?</i>• <i>What will be specifically expected of each team member in light of the assigned task?</i>• <i>Think about key roles in a collaborative enterprise—who will be the team leader/manager, the working editor, compiler, etc. and how will the overall workload be fairly distributed?</i>• <i>Add any other team-specific expectations or agreements</i>	
<p>Team Dynamics</p> <p>In the space provided, address the following:</p> <ul style="list-style-type: none">• <i>What are the group expectations for participation in the project? How will it be ensured that everyone participates fairly? What will the procedures be for members whose participation may be lacking?</i>• <i>How will this group be mainly interacting? What are the expected meeting dynamics? How should meetings begin and end? What are behavioral expectations during meetings?</i>• <i>What norms do all group members agree on in terms of work interaction? (e.g., commitments to deadlines, rules for editing group documents, communication issues, etc.)</i>• <i>How will this group resolve conflicts? What conflicts can be anticipated from the beginning?</i>• <i>Add any other team-specific expectations or agreements</i>	