

**Group Contract and Ground Rules**  
**Permanent Forest Plot Project**  
**Ecological Research as Education Network (EREN)**  
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Collaborative groups are an effective aid to learning, but to work best they require that all group members clearly understand their responsibilities to one another. These collaborative group ground rules describe the general responsibilities of every member of your group. You can adopt additional ground rules if your group believes they are needed. Your signature on this sheet indicates your commitment to adhere to these rules and expectations.

All group members agree to:

1. Come to **class and group meetings** on time.
2. Come to class and group meetings with assignments and other necessary preparation done.

*[Note to instructor: You may have the students prepare their own ground rules and list consequences if the ground rules are not followed. Or you can provide them with this list of ground rules and the consequences and actions that result if the ground rules are not followed.]*

Additional ground rules:

1. Everyone comes prepared and ready to share ideas and participate.
2. If someone skips a meeting we will allocate them work to finish.
3. If you are late to a meeting by fifteen minutes or more we will allocate you more work.
4. After missing two group meetings without notifying someone else prior to the meetings we will talk to the professor.
5. There will be a designated email "secretary" who will send emails the day before/of the meetings to remind group members.
6. A group member will not receive credit for work that they did not participate in doing.
7. Although meetings should be fun and somewhat social we also need to stay on focus as a group and all members are held responsible for this.

If a member of the group repeatedly fails to meet these ground rules, other members of the group are expected to take the following actions:

Step 1: Have the whole group address the issue and come up with a resolution.

If not resolved we will:

Step 2: Bring the issue to the attention of the professor

If not resolved we will:

Step 3: Meet as a group with the professor

Contact information to share with your group members and instructor:

Group member	Phone number	email

As the course instructors, Professor \_\_\_\_\_ reserves the right to make final decisions to resolve difficulties that arise within the groups. Before this becomes necessary, groups should try to find a fair and equitable solution to the problem.

**Members' signatures:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_