Sample syllabus language

Team Assignments and Teamwork
This course has three major assignments that are team-based. All team members receive the same grade on team assignments with two exceptions: Individual grades may be reduced when (1) a student is missing or obviously unprepared for a team presentation, and (2) a student has "ghosted" the group by not attending class or team meetings, not participating in team communication, and not contributing to the final deliverables.

For team projects, you are given the opportunity to evaluate your own and your teammates' contributions. These peer evaluations are factored into the course's participation grade. For students who do not contribute sufficiently to their team's efforts or behave/communicate in ways that hinder the team's functioning (e.g., unprofessional/aggressive texts), instructors have the discretion to reduce their participation grades accordingly.

When teams have difficulty completing a task, making decisions, or communicating, they are *not* penalized if they raise their concerns in a timely and professional manner; *in fact, team members who actively and professionally address team issues receive higher ratings.* A key component of this professional skills class is to learn how to effectively communicate and collaborate with colleagues. When/if there is a problem within your team, please be proactive in your communication and review agreed-upon expectations and problem-solving strategies. As needed, the instructor is available to coach individuals or the whole team to help problem-solve.