Template: Code of Collaboration

Description
Document created by team to establish agreed upon roles, responsibilities, types / means of communication, guidelines for interaction, and procedures for dealing with teamwork issues.

Instructions
Create a Code of Collaboration for your team. This document should include actions and items that you have all agreed to that will allow your team to successfully work together. Consider roles and responsibilities, how you will arrange to meet, work together, and importantly, how you will deal with any conflict that arises or with members that are not abiding by the Code of Collaboration. Save this document in an accessible place and revisit it periodically throughout the project.

Create a Code of Collaboration for your team and your community partner. Consider how you will arrange to meet and / or give and receive feedback, how you will approach the work involved for your project, how to collaboratively determine project objectives / goals / and outputs, and how you will deal with any conflict that arises or with members that are not abiding by the Code of Collaboration. In addition, you should include an overview of roles and responsibilities.

Possibilities for Including in your Code of Collaboration

Be respectful
- Value others’ opinions and suggestions.
- Do not let frustrations devolve into personal attacks.
- Communicate with campus and community stakeholders in a professional manner.

Be considerate
- Arrive to meetings on time. Communicate ahead if running late or need to miss.
- Listen actively; do not interrupt others or dominate discussions.
- Consider how your actions or words affect the progress and feelings of your team members and stakeholders.

Be collaborative
• Work together; help reduce redundancies by taking the time to share with the group.
• Challenge yourself and encourage others to explore new experiences and skills.
• Make sure you are attentive and engaged in meeting times. Do not remain silent.
• Set reasonable deadlines as a team; prepare individual and team deliverables on time.

**Be available**

• Check your email, Blackboard account, and other means of communication regularly so as not to hold up others’ progress. Respond in a timely manner (usually a day).
• Always send a short acknowledgement of receiving an assignment or question, even if you can’t answer immediately.

**Be transparent**

• Be willing to ask for feedback or help (from team, instructors, and stakeholders).
• Communicate how you feel in meetings in a constructive manner.
• Share with the team how you think project is progressing, and if you think somethings needs to be changed (format, roles, etc.).

**Be Organized**

• Agree on routes of communication and communication guidelines that work for everyone (ex: email, phone, blackboard, GoogleDoc, Facebook, communications log).
• Establish and specify team roles (ex: project, communications, data managers)
• Agree on methods for capturing, sharing, and working w/ data (GoogleDoc, Dropbox).
• Develop and actively update a project work plan.