**40/50**

**Collaboration Contract due Tuesday, November 29th**

**Presentations and Rubrics Due Date: Friday, December 9th**

**SECTION 1: Contact Info**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email Address** | **Phone#** | **Best Way to Contact** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 2: Plan and Timeline**

Use the rubric to assign topics and activities to group members. As a group you should make plans for when you will work on what activities. Make a list of what you would like to have accomplished on each day.

**By 12/1:**

**By 12/6:**

**By 12/9:**

**Include HH and out of group meet times as well.**

Final Day for work on 12/9 is for you to compile the FINAL version of your work. What is your target day AHEAD of 12/9 for all parts of the project to be roughly complete? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Adjustments and additions can be done on 12/14, but there should be NO BIG Surprises that day).

What will happen to group members who haven’t roughly completed the work by the target date?

**By 12/9, who will bring and do the following:**

Bring the presentation materials:

What materials will be brought?

Who will check over the citations and make sure that all in-text and works cited citations are correct? This person is also responsible for making sure that if a citation shows up on the works cited, it is cited in the final project!

Who will check the project against the rubric to make sure that all sections/information from the rubric are included in the project?

Who will proof-read each member’s work?

Who will help to print and assemble the baby book?

**SECTION 3: Group signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Names** | **Signatures** |  | **Date of Signing** |
| **1.** |  | **Date:** |  |
| **2.** |  | **Date:** |  |
| **3.** |  | **Date:** |  |
| **4.** |  | **Date:** |  |