

## I. Code of Ethics

A. Our overarching standard for the Code of Ethics is mutual respect. Team members will treat each other with the utmost respect at all times. Team leaders will utilize the five principles of effectively fostering mutual respect: expectations, skills, feedback, consequences, and growth. Team leaders will first lay down their expectations to their teams. The team leaders will then provide their teams with the skills necessary to complete their tasks. Team leaders will provide regular feedback to team members on their performance. Team leaders will also distribute consequences, whether positive or negative, in accordance with the performance of their team members. Finally, the team itself and its members will grow from the experience and achieve a higher state of performance.

B. Our seven canons shall be:

- i. Team members must show up for class sessions.
  1. Pressure: Not showing up for class.
  2. Risk: Team suffers from lack of input.
  3. Risk: Negative impact on student's grade.
- ii. Team members must anticipate deadlines.
  1. Pressure: Not being proactive with respect to deadlines.
  2. Risk: Deadlines can surprise team member.
  3. Risk: Workload becomes backed up.
- iii. Team members must complete assigned portions of task on time.
  1. Pressure: Not completing work.
  2. Risk: Work does not get completed on time.
  3. Risk: Holds up entire team's progress.
- iv. Team members shall communicate freely and often with other team members.
  1. Pressure: Not being communicative.
  2. Risk: Lack of sharing of information.
  3. Risk: Team's progress is impeded.
- v. Team members will contact team in advance if deadline cannot be met.
  1. Pressure: Not sharing this info with team.
  2. Risk: Work does not get completed on time.
  3. Risk: Team does not know that work was not completed on time.
- vi. Team members shall provide input into any/all aspects of project whenever beneficial.
  1. Pressure: Taking a passive role with respect to work.
  2. Risk: Work will not be as high-quality as it could be.
  3. Risk: Team member will be an overall lesser contributor.
- vii. Team members shall conduct themselves in a proactive manner, anticipating problems and taking preventative measures to ensure they do not affect the project.

1. Pressure: Taking a passive role in the team itself.
2. Risk: Team as a whole suffers from lack of initiative.
3. Risk: Individual member becomes disillusioned with team's ability.