**Highland Park High School Course Team Norms**

*This document can be used to help course teams develop norms for collaboration (adapted from Hirsh, Delehant, and Sparks, 1994).*

***When establishing norms for your course team, consider:***

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| ***Time:***  When do we meet? | ***Proposed Norm(s):***  During pre-determined Wednesday morning collaborations & other times determined by the team. |
| ***Listening:***   * How will we encourage active listening? * How will we discourage interrupting? | ***We respect each other as people and professionals.*** |
| ***Confidentiality:***   * Will our course team meetings be open? * What we say in our meetings that will be held in confidence? * What do we agree that we can communicate outside of our meeting? | ***Our meetings are open and we foresee no discussions that require confidentiality.*** |
| ***Decision Making:***   * How will we make decisions? * How will we know when we have reached a consensus? * How will we deal with conflicts? | ***Because we have a history of working well together, we continue to build consensus when making decisions.*** |
| ***Participation***   * How will we encourage everyone’s active participation? * How will we determine a team facilitator? * What will the role of the team facilitator be? * How will we take notes & record our work? * How will we keep secondary members informed? | ***After seven years of teaching Freshman Seminar together, we are all comfortable with sharing our honest opinions and thoughts with each other. Secondary members (Social Studies teachers) will have access to our wiki notes.*** |
| ***Expectations***   * What do we expect from our team members? * What will we do if we believe someone is not actively contributing to the team? * How will we evaluate our course team work throughout the school year? | ***We already know that each of us comes to the team with an understanding of this course, our department and our school as a whole. We trust one another to be active participants.*** |
| ***Miscellaneous:*** |  |