

Directions - **Team Communicator/Organizer**: Initial Contact w/ Bright Spot

A. Prior to contacting the Team's "Bright Spot," please complete the following steps:

1. Review the description, roles/responsibilities, requirements and time line for the course "Final Paper Project." (<http://psy-2013.wiki.educ.msu.edu/C-Project>)
2. Contact the Team's "Researcher" and "Writer" to clarify their roles/responsibilities for the Project and the time line for the required work. Reinforce the fact that all communications between the assigned Bright Spot and the Team will be carried out by you, i.e., the Team's "Communicator/Organizer."
3. All Team members should then review the Team's "Bright Spot" page (hyperlink provided on the Team's page)

Note: Team communications concerning their work on the Project should be carried out via the discussion link on the Team's page.

B. Initial email message to the Team's "Bright Spot":

1. Introduce yourself and your team members.
2. Thank the Team's "Bright Spot" for their willingness to work with the team.
3. Describe the overall organization and time line of the Team's "Final Paper Project"
4. Establish that by 8:00 a.m. on 7/18 "Team report #1" is to be posted on the Team's page with the following information:

A. Name of Organization and Bright Spot.

B. Description of Mission and Purpose of Organization and Role/Responsibility of the Bright Spot within that Organization

C. Statement of Challenge and Requested Information as Identified by Bright Spot

+ Log: The Team "Communicator/Organizer" is to attach to the report their "log," i.e., date and summarized content, of all communications with the Team's assigned "Bright Spot" and Dr. Johnson.

5. Ask the Team's "Bright Spot" for their preferred form of communication with you, e.g., email, phone, skype, ooVoo, etc. and the most convenient days/times for the communications to occur.
6. Share with the Team's "Bright Spot" your contact information, e.g., email, cell, skype, ooVoo, etc.
7. Thank the Team's "Bright Spot" for their time and indicate that you look forward to hearing from them so that you can begin your work.

8. While you wait for the reply of the Team's "Bright Spot," update your communication "LOG" (see above) and use the Team's discussion link to inform your Team and Dr. Johnson that you emailed the "Bright Spot."

Note: if after 2-3 days you have not received a reply from the "Bright Spot," please post a message to this effect on the Team's discussion link and Dr. Johnson will intervene

C. First contact with the Team's "Bright Spot"

1. Address any questions that the Team's "Bright Spot" may have re. the course, Team members, Project, etc.
2. Ask the Team's "Bright Spot" to share (e.g., verbally via a phone conversation, or in writing via an email message) the initial Team Project information (i.e., "A-C" above)
3. Thank the "Bright Spot" for their information and ask for any needed clarification, i.e., make sure you have a clear understanding of the information that the "Bright Spot" would like the Team to gather.
4. Establish how and when you will next communicate with the "Bright Spot" to share the Team's evolving work and to ask for their feedback.

D. Sharing "Bright Spot" information with your Team

1. Share the "Bright Spot" information with your Team via the Team's discussion link.
2. Use the Team's discussion link, and/or phone calls/email messages, to brainstorm how, where, when and by whom the requested information can be most effectively gathered, shared, edited, and written (see the Team's roles/responsibilities to assist with this discussion).
3. Identify any needed clarification concerning the "Bright Spot's" requested information.
4. Use the "Bright Spot" contact preferences to gather the needed clarification information.
5. Post resulting information on the Team's discussion link.
6. If the Team's Researcher is unable to find the requested information for the "Bright Spot," use the Team's discussion link to ask for assistance from *Dr. Johnson.

***Note:** Each morning Dr. Johnson will check and respond to posted messages to the Team's discussion pages.

E. Posting & Feedback re. "Team report #1"

1. "Team report #1" is to be posted to the Team's wiki page by 8:00 a.m. on 7/18.
2. The report is to include the following information:

- A. Name of Organization and Bright Spot.
- B. Description of Mission and Purpose of Organization and Role/Responsibility of the Bright Spot within that Organization
- C. Statement of Challenge and Requested Information as Identified by Bright Spot

+ Log: The Team "Communicator/Organizer" is to attach to the report their "log," i.e., date and summarized content, of all communications with the Team's assigned "Bright Spot" and Dr. Johnson.

3. Dr. Johnson will use the Team's discussion link to provide feedback and suggestions for the next Team report

Note: IF a Team members is NOT effectively, efficiently and timely carrying out their role/responsibilities, an email message should be sent to Dr. Johnson (hjohnson@msu.edu). The message should include the following information: a) the Team #; b) the Team members; c) the problem, i.e., who is not doing what work, d) the efforts that have already been tried to resolve the problem; and e) the requested assistance from Dr. Johnson. Given that each Team member will receive the same grade for the Team's "Final Project Paper," it is critical that each member do their part.