

Collaborative Inquiry Team Expectations Guidelines

Overview

In one paragraph state your hopes for all members of your Collaborative Inquiry Team, including a covenant of confidentiality that will foster mutual respect and honest conversation. Also note that this document sets forth an agreement with each team member regarding meeting dates, shared expectations, and available resources.

Expectations for Each Team Member

(Note: the following list of expectations is meant to be suggestive. Add, delete, and adapt as necessary to fit your particular CIT.)

1. Attend and contribute to all CIT meetings and retreats: *(list dates)*
 2. Prepare for each meeting by completing specified assignments
 3. Complete the post-meeting evaluation form for each CIT gathering
 4. Read common texts from CIT bibliography. Share notes on self-selected texts with other with team members.
 5. Complete training as required by Institutional Review Board protocol.
 6. Obtain consent from representatives of research sites.
 7. Conduct planned field research: interviews, participant observation, analysis of organizational documents, etc.
 8. Post field notes, documents, recordings, etc. to a shared Dropbox folder.
 9. Submit to the Project Director all receipts for travel reimbursement and CIT research expenses within two weeks of incurring the expense.
 10. Help design and implement an appropriate plan for sharing CIT research with a wider audience. Options include: magazine essays, journal articles, blogs, sermon series, curricula, books, etc.
 11. Other??
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Resources Available to Each Team Member

(Note: the following list of resources is meant to be suggestive. Add, delete, and adapt as necessary to fit your particular CIT. Specify amounts for each category, as applicable.)

1. Books and photocopies: \$_____
2. Travel expenses for field trips: up to \$_____
3. Travel expenses for CIT retreats: up to \$_____
4. Stipend per year (for three years): \$_____
5. Training in standards and practices of ethnographic research
6. Access to CIT field notes, case study summaries, interviews, images, etc.
7. Other??