

**Collaboration and Teaming:  
Module I: An Introduction to Collaboration and Its Essential Characteristics**

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**Abstract**

In spite of their importance and complexity, collaborative principles and practices are often assumed rather than explicitly taught in pre-service education programs. The purpose of this module is to introduce school principals and other administrators to critical elements of collaboration as identified in the literature. Specifically, the module introduces participants to the origins of collaboration, its underlying principles and relationship to issues of social justice, and specific structures, processes and practices that promote effective collaboration in team settings. Following an introduction to its historical roots, the module uses discussions, small group activities, and a case study approach to develop participants' knowledge and skills in collaboration. The module emphasizes the importance of collaboration within the context of school and family partnerships. It concludes by having participants assess a team with which they are associated to determine the degree to which elements of effective collaboration are demonstrated.

Contents (27 pages)

Objectives/Essential Questions/Rationale

Pre-reading

Brief Summary of Literature

Alignment with the Four Tenets of Social Justice

Articulated by the Institute

Description of Activities

Annotated Reference List

Additional Citations and Resources

Handout # 1: Emerging Conceptions of Collaboration

Handout #2: A Conceptual Framework for Collaboration

Handout #3: What Makes for an Effective Team?

Handout #4: Elements of an Effective

Collaborative Teaming Process

Handout #5: Checklist for Effective Teams