The simple answer is yes. The procedures for "firing a Co-Worker" are as follows:

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| **Step** | **Action** |
| 1. | The rest of the team must bring formal written charges against the worker NOT living up to the goals and expectations of the team. These charges will be sent via email to the instructor. You MUST copy ALL team members on this email *including the team member not living up to the goals and expectations*. All correspondence MUST be done with full knowledge of ALL team members and the instructor. |
| 2. | The instructor will read the charges and if needed, speak to all parties in private. If the instructor feels there is evidence to support the charges, a meeting will be held with ALL team members. This meeting can be In Person, on Conference Call, or Web chat, with ALL team members in attendance. |
| 3. | The instructor will be at this meeting to try to resolve the issue(s), and set parameters by which the issues can be resolved. This can include setting time tables for activities to be done, giving extra assignments, etc. |
| 4.  | If the parameters are not met, then the Co-Worker is "fired" and must retake the course. |

Every effort will be made by the instructor to resolve any issues. This is one reason why your instructor asks to be copied on ALL team emails.

Do not wait till the end of the course to bring charges. Do not let any issue snowball and get bigger. Bring them forward early in the quarter.

Please do not wait until week 8 or 9 to decide that you have someone being a "freeloader" on your team. Step up to the plate sooner.

If you have any questions, please email the instructor.