

## On-Track Program Contract

**Term:** \_\_\_\_\_

The On-Track program was created to help students get motivated, learn time management and study skills, and set goals to improve their academic and personal success. On-Track was designed to build on itself throughout the course of the semester; therefore, it will be most effective for those who participate fully throughout the entire program. To create the best possible experience for all involved, On-Track participants must be made aware of the following expectations and agree to the following conduct and program requirements.

### Expectations:

The following list includes expectations that can be held for both sides of the On-Track Mentor and On-Track participant partnership. Mentors and mentees can expect the following of each other throughout the program:

- Open communication
- Thoughtful feedback
- Constructive use of time
- 24 hour communication turnaround
- 48 hour notice of meeting cancellation or rescheduling

### Code of Conduct:

To maintain enrollment in the On-Track program, which may be necessary to be readmitted to the university, the following code of conduct must be maintained. Participants must:

- Actively contribute to discussions
- Fully participate in all activities
- Support group members' ideas and actions
- Maintain a positive attitude

If upon evaluation by the participant's mentor and a staff member from the Office of Undergraduate Advising, the participant is not seen to be meeting these expectations, they may be removed from the program.

### Program Requirements:

To maintain enrollment in the On-Track program, which may be necessary to be readmitted to the university, the following requirements must be completed. Participants must:

- Attend 7 seminars
- Attend 6 one-on-one or small group meetings with their assigned mentor
- Attend 3 hours of prescribed activities
- Complete the culminating evaluation/survey and LASSI evaluation

Attendance is required at all events. Absences in excess of 1 seminar, the first of 2 excused or 1 unexcused one-on-one or small group meeting, or 1 scheduled prescribed activity will result in being removed from the program. Failure to complete the final evaluation will result in the student's participation in the program being considered incomplete.

Participant Signature: \_\_\_\_\_

Participant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

