

S&T Advising Center

**On-Track Participant Agreement Term:**  The On-Track Program was created to help students get motivated, learn self-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, the mentors have developed the agreement below. On-Track participants must be made aware of the following expectations and agree to the following conduct and program requirements.

**Please initial each of the following.** By doing so, it is understood that you and your mentor will hold each other accountable for the items below:

I will dedicate 12-15 hours of this semester to On-Track towards the goal of making myself an excellent student, and I understand that the On-Track program will use my time constructively.

I understand that if I communicate openly and honestly with my mentor they will be better able to assist me in actively pursuing solutions to overcome my academic struggles.

I understand that any issues communicated to my On-Track mentor will be held in strict confidence among the S&T Advising Center staff except in situations involving threats of bodily harm, which must be reported to the S&T Critical Incidences Task Force.

I understand that for the duration of the On-Track program I will check my university provided email address approximately once per day and respond to communications from my mentor or the program within 24 hours.

I will provide at least a 24-hour notice for meeting cancellation or rescheduling with my mentor.

I understand that if I wish to be excused from a seminar absence, I must provide **advance notice** and a reason approved by my On-Track Mentor.

I will actively contribute to discussions and hands-on activities in seminars and group meetings.

I will be respectful of my group members' ideas and actions.

I understand that consistent disrespectful behavior towards my mentor or a peer will result in immediate dismissal.

I understand that my attendance is required at 7 seminars, 3 one-on-ones, and 3 group-on-ones. I will also complete up to 3 hours of prescribed activities agreed upon with my mentor, and fill out the final evaluation.

I understand that absences in excess of 1 seminar, the first 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.

I understand that 3 unresponsive attempts to communicate with me may result in my removal from the program.

I understand that failure to complete the final evaluation will result in my participation in the program being considered incomplete.

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

Participant Signature: Participant Name: Date:

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