I, (printed name), accept the STEP-Scholar position at Armstrong Atlantic State University for the summer of 2009 and during the 2009-2010 school year on the terms and conditions set forth below. I understand that employment begins on June 15, 2009 and ends on July 24, 2009. I will be re-employed for a 10-week second summer in 2010 only if I complete the requirements for the STEP or Honors learning communities with at least a 2.5 GPA, have no disciplinary problems on or off campus during the 2009-2010 school year and I am selected for continued participation by a faculty mentor.

Regarding performance, I understand and agree that:

1. I will perform all duties and responsibilities as outlined in the STEP Scholar program description and as assigned by my faculty mentor or the Director of the STEP program.
2. If I cannot adequately perform all duties and responsibilities as outlined, I will speak to the Director of the STEP program and my faculty mentor immediately.
3. If I need to miss work at any time during the summer program, I will notify my faculty mentor and the Director of the STEP program as soon as possible, but at least within 24 hours of my absence. Excused absences (illness, death in the family etc.) will be granted with no loss of salary provided a written excuse from a physician is provided to the Director of the STEP program within one-week of the absence. Unexcused absences (slept in, skipped work to go to the beach etc.) will result in a docking of my pay by a prorated daily amount.
4. I will attend, in their entirety, and actively participate in all required training and orientation activities, group scientific meetings; progress meetings with the Director of the STEP program once per semester; tutorial sessions (including the 6th week of the SEAM program), the CST colloquium, Hudson Colloquium and all other activities directed by the STEP program.
5. If I misuse confidential information, falsify research data or security access equipment, I may face immediate termination at the discretion of the Director of the STEP program and the Dean of the College of Science and Technology.
6. I will be placed in a research group that best matches my abilities, intended major and the needs of the faculty researchers. I understand that my Summer I placement may or may not be with a research mentor in my chosen major field.
7. I understand that any violation to the AASU Housing Rules and Regulations, Honor Code, or Code of Student Conduct resulting in me being placed on disciplinary probation, will result in review of my involvement in the STEP Scholar Program and possible termination from the program.

Regarding educational conditions, I understand and agree that:

1. I must inform the Director of the STEP program if I drop below 12 hours of course credit during either the Fall 2009 or Spring 2010 semesters.
2. I may not enroll in any off-campus academic programs, internships, clinical experiences, classroom student-teaching or any other program or activity which awards academic credit for time, work or study off campus, without prior written permission from the Director of the STEP program.
3. I must have a minimum cumulative GPA of 2.5 on a 4.0 scale for my entire freshman year to participate in Summer II. I give permission for the Director of the STEP program to check my grades at anytime during my freshman year to verify these conditions are being met and if necessary I will sign an authorization allowing the Director to obtain my grades and/or any other educational record maintained by AASU.
4. If my cumulative GPA falls below the 2.5 requirement in the FALL, I will be placed on STEP probation and be given one semester to return my cumulative GPA to a 2.5 or better. I will also meet with my faculty mentor and the Director of the STEP program on a regular basis (2x a semester) to discuss my academic progress.
5. If I am unable to return my cumulative GPA to 2.5 or better by the end of the Spring 2010 semester, my position as a STEP scholar will be terminated and I will not be eligible for Summer II research or Peer-mentor positions.

YOUR INITIALS HERE:  ________
Your Parent’s Initials HERE:  ________
6. I must maintain a major in the college of Science and Technology to remain a STEP scholar. I must show progress toward a degree from the College of Science and Technology by enrolling in courses appropriate to a major in the college.

7. Determination of satisfactory progress toward a degree from the College of Science and Technology as well as evaluation and determination of minimum GPA requirements is at the SOLE discretion of the STEP Director.

Regarding my Campus/Off-Campus Involvement:

1. I understand that it is encouraged that I be involved in other activities in order to lead a holistic life, but my priorities fall in this order 1) academic success, 2) STEP research success.
2. I may not work on- or off-campus in a paid or otherwise compensated position during the summer(s) while I am a STEP-scholar student.

Regarding the use of alcohol, I understand and agree that:

1. I am expected to make wise choices when drinking alcohol, because I am a role model for all Armstrong Atlantic State University students, and an AASU representative to the Savannah community.
2. I am prohibited from consuming alcohol on Armstrong Atlantic State University campus or with my residents off-campus.
3. I will refrain from consuming alcohol with any University Housing residents while on campus or in University Housing.
4. If I witness a fellow STEP-Scholar Student or Peer-Mentor violating the Alcohol Policy, I am expected to notify the Director of the STEP program and the CA on duty.
5. I understand that any violation to the AASU alcohol/drug policy may result in my termination from the STEP program and my forfeiture of any monies due to me.

Regarding compensation and benefits, I understand and agree that:

1. My salary will be $300 (pre-tax) weekly for work performed from June 15 to July 24, 2009 If employed for a partial week, the payment will be prorated on a daily basis. I understand that my salary and room benefits may be taxable as income.
2. I understand that my first stipend check will not be received until at least July 2, 2009.
3. I understand that I must be enrolled as a full-time, AASU undergraduate (12 credit hours) for Fall 2009 to be a STEP-Scholar. If I do not attend AASU in the Fall, any monies due to me will be forfeited.
4. I must be present for the entire SEAM program in the final week of the summer program to receive my last 2 checks. I must be enrolled at AASU in the Fall of 2009 to receive my last check (approximately 2 weeks after the semester begins).
5. I will receive a complementary license for a single bedroom within an apartment unit designated by University Housing for the term of my summer 2009 appointment as more fully described in the University Housing Agreement. I further understand and agree that if I stay in University Housing during the 2009-2010 academic year that I am responsible for paying the costs charged for occupying University Housing during the 2009-2010 academic year. I further understand and agree that I am responsible for paying for my meals during my participation in the Summer I STEP program.
6. In the event of removal, resignation, or withdrawal from AASU or the STEP position, I will be required to vacate the apartment within 24 hours.

I have read and understand this entire agreement and I agree to be bound by the terms and conditions contained in the agreement.

__________________________          ____________________________
Student Signature                              Date:

__________________________          ____________________________
Parent Signature        Date:

__________________________          ____________________________
Director of the STEP Program Signature      Date: