

-- APPLICATION -- LETTER OF AGREEMENT & RESPONSIBILITY --



**Science & Technology Entry Program
Monroe Community College**



-- STUDENT PARTICIPATION & RESPONSIBILITY AGREEMENT --

I, _____, a student in Monroe County, agree to participate in the Monroe Community College Science & Technology Entry Program (STEP) at the Damon City Campus. I understand that the purpose of the program is to help me to develop the skills that I will need to prepare for college and a future career in mathematics, science, technology, a health-related field, or a New York state licensed profession.

As a member of MCC STEP, I will participate in program activities and work to contribute to my own success. I understand that if I am accepted into the MCC STEP program, I am **required** to:

1. attend STEP tutoring sessions if my GPA falls below 2.5 or if I am failing any subjects
2. attend a *minimum* of 2/3 of Saturday College sessions at Damon City Campus
3. attend monthly advisement sessions with the STEP Director or STEP Program Advisor

I am **strongly encouraged** to participate in the following:

1. mentoring and leadership opportunities
2. career exploration, college preparation activities, and other skill-building workshops
3. field trips (educational, cultural, and college visits)
4. research projects, science fairs, and the annual STEP conference
5. STEP summer program
6. STEP events (kick-off, awards banquet, etc.)

As a participant, I will respect myself, my peers, and the STEP staff. I will follow the "Rules of Conduct" and I will participate as required. Monroe Community College's Science & Technology Entry Program will provide me with support services in academic, personal, and career related areas. I understand that STEP staff expect my parent(s)/guardian(s) to be actively involved in my achievement and will be communication with my parent(s)/guardian(s) on a regular basis.

Student Signature	Date	STEP Director Signature	Date
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-- PARENT/GUARDIAN PARTICIPATION & RESPONSIBILITY AGREEMENT --

We, the staff of STEP, value parents/guardians as the primary resource necessary for students to succeed both academically and personally. We need parents/guardians to be our partners in providing the support and encouragement that STEP students need to become competent young adults and to reach their college and career goals.

I/We, _____, parent(s)/guardian(s) of _____ agree to support my/our child by participating in the Monroe Community College Science & Technology Entry Program. I/We agree to:

1. be available for regular communication with STEP staff
2. attend at least 3 parent/guardian meetings/workshops/events a year
3. attend or send a representative to at least one parent/teacher conference or general parent meeting in my/our child's school each year
4. notify STEP staff of any changes in address and/or phone numbers

I/We understand that my/our signature(s) on this document constitute(s) an agreement between the Monroe Community College Science & Technology Entry Program and myself/ourselves.

Parent/Guardian Signature(s)	Date	STEP Director Signature	Date
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