



Study Abroad or Co-Op Learning Contract

Gemstone encourages students to enrich their academic experience while at the University by studying abroad and/or participating in a co-op opportunity. Because of the nature of team research, there times that are more appropriate for students to take advantage of such opportunities.

The following are your responsibilities to assure that you earn the Gemstone Citation.

Failure to comply with the restrictions below can result in not earning the Gemstone Citation. Please carefully review the following:

- You may study abroad or co-op spring of sophomore year or either semester of junior year
- You are **not permitted** to study abroad or co-op
 - until you have completed GEMS 202 in the fall semester of the sophomore year
 - during spring semester of senior year when **writing the team thesis and - participating in the Team Thesis Conference is mandatory**
 - for more than one semester but it can be combined with a summer and/or a winter term in order to extend the stay.
- The Gemstone Program should be aware of your intention to study abroad or co-op. You must complete a Learning Contract with your team and mentor **ONE SEMESTER PRIOR** to your planned time away.
- You should submit your learning contract to the Gemstone Associate Director for approval at least **one month before the end of classes**. If the Gemstone Program has concerns about the contract, you must have enough time to address the concerns **BEFORE** you leave for the semester.
- If you leave without an **APPROVED** contract, you may not receive the Gemstone Citation.
- **An approved contract** has to be turned in before you leave with all signatures, grading criteria specified, and activities that reflect how you will contribute significantly to the ongoing work of the team.
- You should make sure that you register for the missed Gemstone research seminar listed under the Gemstone Associate Director's name when they are abroad. There are special sections of GEMS 297, 396 and 397 that students should make sure are on their schedule by the schedule adjustment deadline **DURING THE SEMESTER THEY ARE ABROAD**.
- You must **meet with the Gemstone Associate Director once on Zoom** during your semester off-campus for a check-in.

This contract should be completed as an agreement with your mentor and team. This contract is about fairness to the **WHOLE** team.



Study Abroad or Co-Op Learning Contract

NAME	UID	COHORT	TEAM	MENTOR

Current Contact Information

Address:	Phone:
Email:	

Permanent Contact Information

Address:	Phone:
Email:	

Study Abroad or Co-op Information:

Activity	Semester and Year	Location (University, City, Country)
Study Abroad		
Co-Op		
Other		



Study Abroad or Co-Op Learning Contract

This section is to be completed by the mentor, student, and team.

Activities defined by answering the following questions should show substantial contribution to the research, and the load carried by the student away should be as much as other teammates. Grading criteria for this student should be based on performance as defined in this contract. You **MUST** completely answer the questions below in order for the contract to be approved.

1. What assignment(s) will you complete that will **SIGNIFICANTLY** contribute to the team's research? By what deadline will these assignments be done? How will failure to complete the work or complete it on time affect the grade?
2. How will you obtain feedback from the team? Please list the pieces of the team's work in which you will provide feedback. How often will you be in contact with the team? What is the reduction in grade if this does not happen?
3. How will work done while away from campus be graded?



Study Abroad or Co-Op Learning Contract

By signing this contract, you agree to the policy and the terms defined above. Understand that YOUR GRADE will reflect the degree to which you have honored this contract. The mentor's signature reflects the agreement to enforce what is written in this contract. Again, know that final approval must come from the Gemstone Associate Director.

Student Signature (date)

Mentor Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Team Member Signature (date)

Gemstone Associate Director Signature (date)

Approved: Yes No Explanation (if applicable)