



**DUTIES AND RULES AS STUDENT PARTICIPANT OF  
AGMUS INSTITUTE OF MATHEMATICS  
Caribbean Computing Center for Excellence**

**DUTIES:** Duties are tasks which everyone is committed to follow. They are obligations that need to be followed for the benefit of all working in the Program.

**RULES I MUST COMPLY WITH:**

1. **PUNCTUALITY:** The student must comply with the hours established –from 8:00am-12:00noon. If for any reason the student cannot attend, he/she will notify in advance to the administration and bring a written excuse the next day. In case they have to leave before the time established, they must notify the Coordinator and mentor to prevent it be counted as an absence.  
*All students must attend the days and hours established in the agenda. Three absences or more are motive for the student not to continue in the program. Every absence will be discounted from the stipend payment at the end of the Academy. Every student who does not participate in the Pre-College Research Symposium at the end of the Academy will not receive the benefits, this being the stipend payment, certificate, etc.*
2. **DISCIPLINE:** Every student must show an adequate behavior inside and outside the classroom and in the research laboratory.
2. **RESPECT:** Every student must respect the Program Coordinator, mentor, and peers. Curse words or disrespectful vocabulary will not be allowed.
3. **COMPLYING WITH ASSIGNMENTS:** Every student must hand in on time assignments given by the mentor. These assignments are part of the final evaluation of the student.
4. **SIGN THE ATTENDANCE LIST:** The attendance list will be sign two times, at the beginning and at the end of the day. After this time no student will be allowed to sign. Unsigned attendance lists will count as an absence.
5. **WEB PAGES NOT ALLOWED:** Students are not allowed to enter web pages not related with the research (Ex: Facebook, Myspace, Youtube, MSN)during research hours.
6. **NO FOOD OR DRINKS ALLOWED:** During the research hours no food or drinks are allowed in the research laboratory.
7. **NO CELLPHONES, MP3's, ETC:** No cellphones, mp3, radios, and other non authorized equipment that can interrupt the research will be allowed in the laboratory.
8. **NO SMOKING/DRINKING:** The bringing in, sharing and/or drinking alcoholic beverages and consume any type of illegal drugs on campus is not allowed.

**EACH MENTOR MUST NOTIFY DISRUPTIVE BEHAVIOR, DISCIPLINE PROBLEMS AND FAILURE TO COMPLY WITH ANY OF THESE RULES, WHICH MAY BE REASON FOR TERMINATION FROM THE PROGRAM.**

1. The first warning is verbal, a private conversation with the student.
2. The second warning is written with a copy to the student file signed by the student and the mentor. At this stage the student may be withdrawn from the course, research, or both.

I \_\_\_\_\_, hereby certify that I have read and understand these rules. I accept my committment as a student participant of the Caribbean Computing Center for Excellence during \_\_\_\_\_.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Coordinator Signature**