

# Iowa BIG Student and Teacher Memorandum of Understanding

As a student or teacher, you are agreeing to participate in an environment that is different from your previous school experiences. Iowa BIG will provide you with many choices in how you spend your time, where you choose to work, and what you choose to work on. With increased freedom comes increased responsibility. We value giving you these choices above all else, and there are a few expectations that must be honored as part of your and our responsibilities.:

1. Always follow a negative or critical comment you make with a suggested solution.
2. Never schedule other work during your BIG time. (e.g.: jobs, test retakes, etc...)
3. Dress and act appropriately when you are at BIG, on-site with a partner, or otherwise representing BIG. Ask for help to accomplish this.
  - a. At BIG:
  - b. With Partner on-site:
4. Attend all the team meetings, work sessions, whiteboard sessions, and seminars. Missing any of these is like missing an *entire week* of school.
  - a. What happens if they do miss? Eg. Boyson says 2 consecutive results in a 1:1 with their advisor.
5. Using Slack, communicate to your team any changes in schedule or absences ideally one day in advance, and justified clearly to your teacher.
6. Always ask for help. Communicate between meetings; especially if you have a question, have an issue, want to change projects, or have a new project idea.
7. Spread out appointments (doctor, dentist, college visit, etc.) between your BIG time and other responsibilities. Like other absences, at least a 24 hour notice is expected and appreciated.
  - a. Specific process/procedure
8. If you need to be dismissed from your mothership for a BIG project, it must be communicated to a BIG teacher at least one day (24 hours) prior to the event.
  - a. How do they decide who to communicate with at your table? Is there one person, their advisor, the teacher on the project?



9. You are accountable for the BIG courses you are taking and for ensuring that they are accurate and up-to-date. IF you do not plan to return 2nd semester, you must notify staff no later than the week of Thanksgiving. Staff need time to ensure that you are prepared for entering your second semester class at your mothership.
10. Use calendar invitations to schedule with others at BIG, not doing so is disrespectful of their schedule and commitments. If it's not on the calendar, it doesn't exist.
11. Make time each morning and afternoon to check your Slack channels and respond. Sign in to BBQ and check your work each and every day..
12. Regularly reflect on your project work, seminars, and life experiences, and how they add up to the credits you are earning. These insights will be shared during your retrospective one-on-ones.
  - a. How else will you be asking them to reflect and use this?
13. Please communicate with us if you don't have a computer. You are expected to bring a computer to BIG.
14. If you have a conflict or disagreement with someone, it is your responsibility to engage that person(s) and work to convert the conflict into something valuable or powerful. Ask for help in learning how to do this effectively.
15. Something about cleaning up after self and putting things back where they belong?
16. There are no "zeroes" at BIG. Like life, the punishment for not doing your work and meeting your responsibilities is to do the work and meet your responsibilities.

**Lack of respect for these expectations may result in your removal from the program.**

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

