This document confirms participation in a Gateway Project at the Boston Architectural College. From the Practice website:

“Gateway students are working on real projects for real clients. The clients have signed a Letter of Understanding with the BAC, outlining what the deliverables are for the project, and students must deliver those items at the end of the semester. Because the Practice Department, our community clients, and our instructors are committed to student learning, students’ personal learning goals and goals for acquiring new skills are included in the deliverables of the semester. Students must work collaboratively on a team both to deliver the client’s requested deliverables and to further their own learning, just as if they were working in a design firm.”

By signing this contract, the undersigned agrees to the following:

1. To adhere to all Gateway policies regarding attendance, assessment, and time commitment.
   a. 2 weekly team meetings: (1) 3 hour meeting with your team and instructor, (1) 3 hour work session with your team at the BAC.
   b. Total of 12-15 hours per week spent on the project.
   c. Full adherence to the Procedure for Leaving a Gateway Project, should a student need to quit their project for any reason.
   d. See www.the-bac.edu/education-programs/practice/gateway-projects/gateway-current-students for more information, and full policies.

2. To work with their Gateway team in a professional, collaborative manner to provide their community client with quality deliverables.

3. To document and be an advocate for their own learning and skill development over the course of the project.
   a. Complete a document outlining your Learning Goals for the semester [at Orientation]
   b. Participate in midterm and final evaluations with your instructor to discuss your progress
   c. Complete an end-of-semester Learning Goals document, reflecting on your progress and learning

4. To track hours on a weekly basis
   a. Report hours to instructors upon request
   b. Report hours to Practice Department via online reporting at the end of the semester

5. To submit final documentation of the team’s work at the end of the semester.

I have read the above guidelines understand my responsibilities as a team member for the above mentioned project. I understand that if I do not fulfill my obligations to my team, my position on that team may be terminated, and/or my Practice hours may not be accepted by the Practice Department.

Student Name (Printed)

Student Signature Date

Director of Gateway Projects Signature Date