



**University of Alabama  
SFS@BAMA CyberCorps®  
Student Agreement**



As a potential SFS@BAMA CyberCorps® Scholar, please read and agree to each of the statements below. By initialing each statement and signing at the bottom of this agreement, you acknowledge your understanding of and ability to abide by every statement in this agreement during your time as an SFS@BAMA CyberCorps® scholar.

<b>Initial Statement</b>	
<b>Eligibility</b>	
	I understand that upon acceptance into the scholarship program, I remain eligible for up to three years or until the completion of my degree requirements. I will not be required to re-apply for the program each year in order to continue as a scholarship recipient.
	I understand that if I fail to meet satisfactory academic progress requirements of my degree program, I may lose eligibility for the scholarship and will be responsible to pay back monies received under the scholarship.
<b>Scholarship for Tuition and Fees</b>	
	If an <i>undergraduate student</i> , my scholarship covers 100% of the cost for tuition and fees for up to 16 credit hours per semester.  If a <i>graduate student</i> , my scholarship covers 100% of the cost of tuition and fees up to a maximum of 15 graduate credits per semester.
	If I wish to enroll in more credits than specific above, I will consult with the project PI (Dr. Jeffrey Carver) and my program advisor (Drs. Atkison, Ghazi-Tehrani, Hudnall) prior to enrolling to obtain permission.
<b>Scholarship Stipend</b>	
	I will receive a stipend of \$25,000 per year while I am an <i>undergraduate student</i> or \$34,000 per year if I am a <i>graduate student</i> .
	I understand that I am responsible for any federal and state taxes resulting from receiving this stipend. It has been recommended to me to consult a tax advisor, and to inform any individuals who may claim me as a dependent, regarding my receipt of this stipend.
	I understand that if I am enrolled for less than one academic year, I will receive a prorated amount. For example, if I am enrolled for only one semester, I am entitled to only half the stipend.

Respondent Initials \_\_\_\_\_

<b>Program of Study</b>	
	I will meet with my program advisor (Drs. Atkison, Ghazi-Tehrani, or Hudnall) and the Principal Investigator (Dr. Carver) together within 1 week of beginning as an SFS@BAMA scholar.
	I will fulfill the SFS@BAMA requirements of my program ( <a href="http://cybercorps.cs.ua.edu/Courses.html">http://cybercorps.cs.ua.edu/Courses.html</a> ).
	I will fulfill the SFS@BAMA requirements for courses outside my program ( <a href="http://cybercorps.cs.ua.edu/Courses.html">http://cybercorps.cs.ua.edu/Courses.html</a> ).
	I will submit a program of study that meets the requirements above along with my degree requirements to the Principal Investigator in consultation with my program advisor.
	I will submit any update to my program of study to the Principal Investigator, as any changes occur.
	I will meet with my program advisor at least bi-weekly during the academic year for progress update.
	I will take advantage of our Career Services and Library resources when applicable.
<b>Professional Development / Travel / Books</b>	
	I have up to \$6,000 per year to reimburse expenses related to professional development, including travel and textbooks. I understand a portion of these funds will cover the required SFS Job Fair trip. I understand that I can use additional funds for course-related books and materials, professional certifications, and other travel that is part of the SFS@BAMA program. I understand that any expenses <b>must receive approval at least 30 days prior to the activity</b> from the Principal Investigator and my program advisor.
	I understand that these professional development funds cannot be used for items such as meal plans, housing, or parking at The University of Alabama.
	I will submit information for book/supplies requested and receive approval from the Principal Investigator prior to purchase.
	I understand it is my responsibility to track all of my expenses and ensure I am staying within the allowed limits. I <b>will</b> use the provided Excel workbook to track my professional development, travel, and book expenses.
	I will submit all necessary reimbursement paperwork and required receipts to the Principal Investigator no later than 15 days from the date of completion of the activity.
	I agree to abide by the SFS@BAMA Travel policy as outlined in Appendix A.
<b>Communication and Professionalism</b>	
	I will acknowledge emails from all SFS@BAMA personnel within 24 hours of the messages being sent, NOT 24 hours of me reading it. Thus, I will check my Crimson email address at least once per 24 hours and respond, as needed.
	I have, or will purchase, appropriate professional attire for the required annual SFS Job Fair.

Respondent Initials \_\_\_\_\_

<b>Participation</b>	
	I will take an active role in the Crimson Defense Cyber Security club and participate in activities as advised by the Principal Investigator and in consultation with my program advisor. I will also participate in other relevant clubs, as appropriate.
	Each semester I am in the SFS@BAMA program, I will participate in the SFS@BAMA group meeting.
	I will participate in other SFS@BAMA events as defined by the Program Advisors.
	I will take an active role in participating in the Crimson Defense Competition Team and other competitions as advised by the Principal Investigator and in consultation of my academic advisor.
	I will take an active role in serving as an SFS@BAMA Ambassador as advised by the Principal Investigator.
	I will take an active role in SFS@BAMA outreach activities (e.g., CyberPatriot) as advised by the Principal Investigator.
<b>Internship/Job Search</b>	
	I will start my search for an internship (while enrolled) or a full-time position (in the year prior to graduation/degree completion) as soon as possible each year and track all applications and the status of each in the provided ledger.
	I understand that after graduation I must serve at a Federal, State, Local, Tribal, or Territorial Government organization in a Cyber Security position for a period equivalent to the length of the scholarship or one year, whichever is longer. An academic year (i.e., the fall and spring semesters) is equivalent to a calendar year of employment.
	I understand that my search for internships and jobs should focus on positions with Federal Executive Branch agencies. I understand that positions outside the Federal Executive branch are reserved for special situations and I must obtain permission from the PI and my Program Advisor before accepting this type of position.
<b>Default/Repayment</b>	
	I understand that if I do not meet my obligations, I will be required to pay back to the University of Alabama the monies received under the scholarship, including money for tuition and fees, stipend, professional development, and any administrative and interest fees associated with repayment processes.
	I have reviewed and signed a Promissory Note with the University of Alabama that outlines the requirements associated with repayment.

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Student Printed Name	Student Signature	Date
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Program Advisor's Printed Name	Program Advisor's Signature	Date
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Principal Investigator Printed Name	Principal Investigator Signature	Date
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## Appendix A Travel Policy

1. All travel booking and expenses should be handled by the Principal Investigator and Computer Science Grant Administrators.  
*If there are changes in your travel, you must notify the PI immediately. He may be able to assist with expediting any changes.*
2. Dress Code:
  - a. Conferences/Career Fairs: Professional attire
  - b. Travel days: Business casual, unless traveler is attending a meeting the same day, then professional attire.
  - c. Interviews: Professional attire
3. Behavior
  - a. You represent the University of Alabama and the SFS@BAMA program. Behave in a professional manner. Remember the people you meet could be your (or one of your fellow scholar's) next supervisor or employer. Act and present yourself in a manner that leaves a positive impression.
  - b. You are responsible for being early for meeting times, not just "on time." Always arrive at a meeting at least 3 minutes in advance of the scheduled start.
  - c. University of Alabama Student Code of Conduct must be followed while on travel.
4. Visitors to our campus
  - a. Dress code is professional attire unless otherwise advised. Treat any visit as you would a job interview.
  - b. Make sure your behavior is appropriate and attentive to the guests.
5. Resumes/transcripts
  - a. Always have an updated resume. You never know when someone will ask for a copy.
  - b. Always have an unofficial copy of your transcript. You never know when an interviewer may ask for it.
  - c. Update your resume regularly (at least once per semester). Make sure you have hard copies of this resume. Make sure to update your resume on the NSF/OPM anytime you modify it. Employers often start their search here.
  - d. For the annual career fair in DC, bring unofficial copies of your transcript and at least 25 copies of your 1-page resume.

I understand that any violations of these policies may be grounds for dismissal from the SFS@BAMA program.

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Student Printed Name

Student Signature

Date