

E-Coaching Contract

I agree to the following Center for Innovation E-Coaching procedures and expectations:

1. Complete the E-Coaching application, profile and contract.
2. Use JourneyPage as the primary email and newsgroup communication modality.
3. After initial contact with your Entrepreneur, describe expectations/set goals.
4. Communicate with the Entrepreneur in the private newsgroup weekly.
5. Take a leadership role by initiating contacts, supporting areas of Entrepreneur interest, providing feedback, discussing current models/theories, and complementing Center for Innovation mentorship programs.
6. Assist the Entrepreneur with resources, unit/lesson planning, classroom management, and other professional responsibilities.
7. Provide substantive comments in response to posted messages regarding accomplishments and challenges.
8. Demonstrate the attributes of an effective E-Coach as described in the handbook.
9. Participate in Best-Practices and Round-Table newsgroups.
10. Refrain from arbitrating Entrepreneur problems, issues, or concerns.
11. Support Center for Innovation and E-Coaching goals.
12. Complete and return all Center for Innovation surveys by their due dates.
13. Use effective and appropriate communication.

I agree to the following Center for Innovation policies:

E-Coaching Agreement:

The E-Coaching is a one year commitment to between the Center for Innovation, and mentor. Upon mutual agreement by all parties, the contract can be extended in one to two year increments.

Professionalism:

I am agreeing to maintain professional standards in all of my contacts in the E-Coaching newsgroups.

E-Coaching Netiquette:

I am agreeing to refrain from the use of inappropriate language that is obscene or offensive. The Center for Innovation reserves the right to remove any posting that is off-subject, obscene, offensive or deemed inappropriate by the Center for Innovation Lead E-Coach including inappropriate or sensitive materials. Illegal activity such as harassment, stalking, or assault is prohibited and will be reported to appropriate law enforcement authorities.

Confidentiality:

I am agreeing that I will not ask the Entrepreneur to share confidential information in E-Forums including posting any identifiable information such as names, addresses, phone numbers, and personal identification

numbers. Matters of a personal or sensitive nature should be discussed outside the E-Forum with the Coaching Coordinator/Lead E-Coach via private email or telephone.

Privacy:

I am agreeing that Center for Innovation E-Coaching Program participation is password-protected and that only the E-Coach approved by Metropolitan State College of Denver has access to its contents. I understand that my participation in public E-Forums is accessible to all participants and that while password protected, that no online medium can be completely secure.

Participant Opinions:

I understand that the E-Coaching and the contents of E-Forums result in the expression of many points of view on the same issue. Participants must understand that the opinions expressed by individuals through email and on the E-Forums do not necessarily represent those of metropolitan State College of Denver or the Center for Innovation E-Coaching Program.

Personal Responsibility:

I understand that Center for Innovation E-Coaching participants must take responsibility for what is posted to the E-Forums and that they maintain confidentiality and protect the privacy of other Center for Innovation E-Coaching participants. E-Forum messages may not be shared or used as documentation for any purpose/ reason.

Project Research:

I understand that E-Forum messages may be used by the Center for Innovation for research purposes. Identity will be changed to protect the privacy of participants. Usernames and passwords are unique and may not be shared. Sharing usernames and passwords directly violates the privacy of Center for Innovation E-Coaching participants. Non-compliance may result in restricted access to E-Forums.

Agreement:

Center for Innovation E-Coaching participants agree to the conditions of the program policies and procedures as stated above.

Enforcement of the policy is the responsibility of the Center for Innovation E-Coaching Coordinator/Lead E-Coach.

Signature

Date