

University of North Georgia

The Upward Bound Programs

Summer Institute 2020



Student Handbook

All program participants are responsible for reading and following the regulations contained in this handbook.

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact N. Latrice Richardson at nrichardson@ung.edu or (678) 717-3409.

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May 20, 2020

Dear TRIO Scholars:

Welcome to your 2020 Upward Bound Summer Institute experience! Like you, the UB staff was looking forward to our traditional UB experience on UNG's campuses. Every year, we look forward to all the summer brings as we get to know our scholar's on a deeper level. Although nothing can replace the in-person interactions, we CAN and will connect with YOU as only #UB can.

Your experience with the University of North Georgia's Upward Bound programs will be exciting and challenging because you will learn how to thrive in unfamiliar (and perhaps uncomfortable) terrain. Upward Bound will learn with you, share with you, grow with you, and face the opportunities the future has for each of you right by your side.

This handbook is designed to provide you with useful information that will enhance your virtual summer experience with UNG's Upward Bound program. The summer offers an opportunity to set new goals, prioritize our objectives, and move "*Onward and Upward*". Participant are required to adhere to the policies and procedures outlined in the handbook to ensure every student has a safe, successful summer experience.

The TRiO staff receives great intrinsic rewards when your educational goals are met. When your academic and personal goals are attained, the program is successful.

The staff and I thank you for giving us the opportunity to serve you. We ask that you review this information carefully and contact us immediately if there are any questions regarding the policies and procedures.

Again, we look forward to having a wonderful summer with you!

Sincerely,

N. Latrice Richardson, EdD
UNG Upward Bound Programs

University of North Georgia
Upward Bound Programs serving:
Gilmer High School & Johnson High School

The Upward Bound Programs support the national educational goals of the U.S. Department of Education. The Upward Bound Programs are designed to increase the rates at which participants enroll in and graduate from institutions of postsecondary education. Upward Bound provides instruction in English Composition and Literature, Mathematics through Pre-Calculus, Laboratory Science, and Foreign Language.

Other services include:

- Instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school
- Academic, career, financial, and personal counseling
- Exposure to academic programs and cultural events
- Tutorial for State-mandated tests
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Work study positions to expose participants to careers requiring a postsecondary degree

What is the UNG Upward Bound Summer Institute?

The UB Summer Institute is a rigorous instructional component designed to provide students with a simulated college experience. It is six (6) weeks in length and traditionally includes a 3-week residential component on the UNG Dahlonega campus.

Over the past few months, traditional approaches to secondary and postsecondary teaching and learning have moved from the classroom to web-enhanced platforms. Given this best practice related to social distancing, the UBSI will provide a virtual experience similar using technologies and platforms college students across the nation use daily. UBSI scholars will participate in synchronous courses utilizing the Desire2Learn (D2L) platform over the next 6-weeks.

During the 6 weeks, students will take 3 courses per day, Monday – Friday. The weekly schedule will be outlined later in this document.



Student Code of Ethics



As a student of the University of North Georgia Upward Bound Programs, I believe that ethical and courteous practices are important and essential to sound educational experiences. I support the following principles in letter and in spirit:

- ◆ I am a mature young adult, responsible for my own actions.
- ◆ I understand that program rules and regulations are followed for the benefit of all.
- ◆ I assume the responsibility of compliance and cooperation with program policies.
- ◆ I will demonstrate respect towards all faculty, staff, administrators, and other persons employed by the university.
- ◆ I will acknowledge reasonable requests for my assistance/service by university personnel and will comply whenever possible.
- ◆ I will respect instructor-grading policies and will not be academically dishonest in any way.
- ◆ I will participate and contribute to class discussions and activities to the best of my ability.
- ◆ I will not disrupt class nor intrude on other students' right to learn in any way.
- ◆ I will extend courtesy, integrity, and good citizenship in my dealing with others and am justified in expecting the same in return.

ACADEMIC RESPONSIBILITIES

- ◆ All students are expected to be present and on time to all classes and program activities. The University of North Georgia Upward Bound Programs determine absences on the basis of the U.S. Department of Education standards and program policy.
- ◆ Students are expected to be prompt to class and meetings. A student is tardy if not in his/her assigned place at the scheduled time for class to begin. Tardiness results in unnecessary interruptions, delays and distractions for others in the room. Tardiness will result in disciplinary actions. Students are to be seated up front, and ready to work at the scheduled time.
- ◆ All work that is missed because of absence must be made up by the student. The schoolwork must be made up within the time specified by the teacher in order to receive a passing grade for the work. It is the student's responsibility, with the help of the teacher, to make up work.
- ◆ The staff, parents, community, students, and the University of North Georgia Upward Bound Programs are working together to provide you with and prepare you for a future of success. We are committed to giving you the best education possible. We know that you will take special pride in keeping our program "**First Class**".

- ◆ Failure to make satisfactory grades (C or better) in his/her summer program curriculum will subject the student to academic review by the Upward Bound staff. Students may be placed on academic probation or dismissed from the program.
- ◆ Attend class regularly.
- ◆ Complete all class assignments and projects.
- ◆ Attend required tutoring and study sessions regularly.
- ◆ Treat every student and staff member with respect.
- ◆ Follow the specific rules in each class, tutorial sessions, study hall, and quiet time.
- ◆ Help maintain the building, all equipment, books, materials and supplies.
- ◆ **No cellular phone, headphones or radios are allowed in classes or workshops.**
- ◆ **ABSOLUTELY NO SLEEPING IN CLASS!**

GENERAL PROGRAM INFORMATION

Health & Wellness

The Upward Bound program will offer a health & wellness component during the 2020 UBSI. We understand that many of the events we are currently experiencing as a result of COVID-19 may induce uncertainty, hopelessness, or apathy for students and families. It is our intent to assist with processing those feelings and this experience in a safe and healthy space, thus the UB program will offer health and wellness support from a licensed clinical social worker (LCSW) on a weekly basis. UBSI participants will have the opportunity to participate in individual and group wellness sessions at no cost to the participant. All students participating in wellness activities with the LCSW will be required to submit appropriate parental consent and minor assent forms prior to participation.

It is our hope that wellness practices will help us all establish new routines, stay connected during social distancing, reduce stress, and remind that better days are ahead, but in the meantime we have the power to create the environment we want (joy).

Cell phones

Students are permitted to bring their cell phones to maintain contact with parents/guardians and friends. We understand that students will also use their phones as a means to social media and access to information. With that in mind, we stress appropriate and moderate use with respect for the learning environment. During instructional time, the use of all phones or electronic equipment should be minimized.

Gambling

State law prohibits games of chance to be played for money or any value consideration. Participants who violate this law while participating in UB programs on or off campus, will be subject to disciplinary action.

Destruction of School Property

Students will be held financially responsible for destruction of any property used during the Upward Bound Program. This offense may result in disciplinary action up to expulsion from the Upward Bound Program. This includes all assigned UNG UB and/or Gilmer and Hall County School District electronic equipment.

Study Hall

The purpose of study hall is to provide an opportunity for students, with the assistance of teachers and/or tutors, to work on problem areas in school subjects and Upward Bound classes.

Each student is expected to attend daily Study Hall. If a student will be absent, he/she must contact the Upward Bound summer residence advisor or counselor.

UBSI Virtual Policies & Procedures

The following policies have been established:

- I. **Attendance Policy** – there is a reasonable expectation that students attend all UBSI classes. If an absence cannot be avoided, please email your **UBSI instructor AND UB counselor** 24-hours prior to your class. The exceptions to this rule are if you are 1.) sick, 2.) internet connectivity issues, or 3.) emergency.
 1. In the case of internet connectivity issues, immediately contact (by phone or email) your UB counselor for assistance and/or summer residence advisor (SRA) so you can join the class as soon as possible. (Contact information for your SRA will be included in your UBSI packet)
 2. In the case of illness, email your UBSI instructor and UB project director.
 3. In case of an emergency, contact the UB project director as soon as possible.

This attendance policy applies to all aspects of your summer experience (class sessions, SRA groups, workshops, general meetings, virtual activities, etc.).

NOTE: *If the UB personnel determines that you are not participating fully in the Summer Institute, you may not be eligible to continue the Work Study Program. It is important for students to communicate any issues that you are facing with participation.*

II. Virtual Etiquette

1. Join using video - using your camera adds a layer of communication and creates community.
2. Wear appropriate attire - school-appropriate clothing is expected during virtual meetings.
3. Be aware of your surroundings - ensure your video background is classroom appropriate. (Example – no offense images, students should not be lying in bed during classes or summer program activities, etc.).
4. No offensive language or gestures
5. Mute microphone when not talking - prevent background noise by muting your microphone when not talking.
6. Use “Chat” feature until appropriate time for open conversation- in classes and meetings, use the “Chat” function to share information or ask questions. Chats are recorded.
7. Give grace to meeting participants experiencing technical difficulties - technology challenges will arise, practice patience with colleagues.
8. Parents/Guardians of students should not participate summer program activities. All student information is protected. Any parent/guardian (or anyone else) that is not enrolled in the UB Summer Institute as a student or staff, will not be permitted to participate in student activities.
9. UB Code of Conduct – UB Student Code of Ethics applies to all virtual meetings.
<https://www.youtube.com/watch?v=DwdqQjCfWSc>

III. Cyberbullying – *during and outside of summer program hours. Engaging in cyberbullying will be cause for dismissal from the UBSI and the Work Study Program.*

1. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative,

harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

2. The most common places where cyberbullying occurs are:
 - i. Social Media, such as Facebook, Instagram, Snapchat, Tik Tok, and Twitter
 - ii. Text Message sent through devices
 - iii. Instant Message (via devices, email provider services, apps, and social media messaging features)
 - iv. Email
3. Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns because it can be permanent. Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

UB personnel will review discipline issues and make corrective actions when necessary to ensure student safety and an enriching experience during the 2020 Summer Program. If you have a personal issue or you are having concerns about classmates, instructors and/or staff, please contact an appropriate staff member and/or Dr. Richardson, Project director.

UBSI 2020 Courses

The virtual summer program will be delivered via the Desire2Learn (D2L) platform. This platform allows for synchronous and asynchronous teaching and learning through Blackboard Collaborate. It is the web-enhanced platform used by all University System of Georgia schools. Using this platform will allow UNG DETI staff to support UBSI participant, staff, and faculty needs.

On Tuesday, May 26th, each UBSI participant will receive user credentials via the email address provided on the UB summer commitment form. The email will outline steps for accessing D2L. Scholars must establish D2L accounts within 7 days of receipt of login credentials, otherwise access to their account will expire and need to be reestablished.

Once logged into D2L, students will have access to their specific courses, be able to view course content including syllabi, announcements, and assignments. Students are expected to log into their assigned courses at least 3 times per week. NO EXCEPTIONS!

Scholars will take 3 classes each day beginning at 12:00 pm and ending at 3:00 pm. Courses will be 50 minutes in length. The weekly course rotation is outlined below.

UBSI Class Schedule

Week 1: June 1 – June 5	Monday	English & Composition, ACT Preparation, Foreign Language, & Senior Seminar
Week 3: June 15 – June 19	Tuesday	Mathematics, Science, & Public Speaking
Week 5: June 29 – July 3	Wednesday	English & Composition, ACT Preparation, Foreign Language, & Senior Seminar
	Thursday	Mathematics, Science, & Public Speaking

	Friday	English & Composition, ACT Preparation, Foreign Language, & Senior Seminar
Week 2: June 8 – June 12	Monday	Mathematics, Science, & Public Speaking
Week 4: June 22 – June 26	Tuesday	English & Composition, ACT Preparation, Foreign Language, & Senior Seminar
Week 6: July 6 – July 10	Wednesday	Mathematics, Science, & Public Speaking
	Thursday	English & Composition, ACT Preparation, Foreign Language, & Senior Seminar
	Friday	Mathematics, Science, & Public Speaking

Academic Tutoring Center

As with previous summers, the UBSI will include a standardized test component. The goal is to ensure that students are prepared for both the ACT/SAT, and perform at the proficient level on mathematics and language arts when taking state assessments. Unlike in past summers, the virtual UBSI will embed ACT prep throughout the 6-week summer component. Our instructors (Scott Hardin and Wendy Hayes) will share test prep strategies proven to improve test scores. Your courses will also be set-up in D2L. Additionally, we will use an external online platform for practice and mock testing. Each UBSI student will receive login and password information in their UBSI packet (during week of 5/26/2020).

Here's what students will need to do:

1. Establish account.
2. Change password.
3. Follow instructions provided by SAT Prep instructors throughout UBSI.
4. Rising seniors should schedule time to register for an upcoming SAT/ACT (when/where available) with Ms. Whittney Smith.

****Students will have access to the Academic Tutoring Center until June 2021!** Be sure to write your login information somewhere you'll remember!**

UBSI Work Study Component

Work/Study Stipend Point System

Students have an opportunity to earn an additional \$300 stipend for the Upward Bound Summer Institute. In order to be granted the full stipend amount, students must earn a minimum of 80% (480pts) in one of the following ways:

1-Students with a job are required to provide proof of working a minimum of 5-10 hours a week for which they will receive 50 points a week (300 points total). Proof of work can include copy of schedule, copy of paystub, etc. Students must also complete a resume for 100 points and a two-

page paper for 200 points. *** Paper requirements TBD but will pertain to how their current job will help them realize their future goals. What skills and abilities have they gained in their current position? What knowledge and experience have they gained? What degree(s) are required to move up in the company, etc.? ***

2-Weekly Lessons via Virtual Jobs will be worth 100 points each (600 points total). Lessons TBD.

Virtual Job Shadow: <https://www.virtualjobshadow.com/> (Show Overview Video)

Students who do not have a job will be required to complete 5-10 hours a week of virtual job shadowing. We want to motivate students to take control of their futures by planning for careers today. The engaging job shadowing and career advice videos takes career exploration to a whole new level by connecting academics to the real world.

Each student will have access to their own personal account and will be required to complete weekly lessons. Lessons will consist of career and college exploration/research through videos, modules, and quizzes. Lessons will be due on Fridays by 5 pm to the student's respective counselor or SRA. counselors and SRAs will keep track of student's progress and points.

Virtual _____ Job _____ Shadow _____ Point _____ of _____ Contact:
Lori Weitzel, lori.weitzel@ung.edu or (352) 214-9601.

Summer Meal Allowance

The UBSI program has created many memories sharing meals with scholars, especially during the summer component. Although we won't be able to enjoy those meals in a shared space, we want to make sure that our students eat just as much (if not more) during the summer program as you would when you're on the Dählonega campus. So with that in mind, the UB program will provide a meal allowance for lunch and dinner. Each student will receive a daily allowance of \$22 or \$110 per week. The allowance requires COMPLETE participation and a few other requirements most of you are familiar with. The expectations are outlined below:

5. **Pick-up.** Each Monday, students will pick-up a pre-loaded Visa gift card. The locations and time for weekly pick-up will be determined by May 26th and times will be shared by the respective UB counselor.
6. **Signature.** Students MUST sign for the gift card. **NO ONE ELSE MAY SIGN.**
7. **Usage.** Meal allowance gift cards may be used for the purpose of purchasing lunch or dinner from local restaurants and/or grocery stores. Please be sure to use ALL the funds each week.
8. **Requirement for continued receipt of meal allowance.** Full participation is mandatory and expected. If you are given a meal card on a given Monday, and fail to participate in UBSI classes that week, your allowance will be reduced the following week OR the meal allowance may be discontinued altogether.

Disciplinary Action

The following are possible disciplinary actions that may be imposed upon the student for an infraction of the regulations of the University of North Georgia Upward Bound Programs. This list shall not be taken to be exhaustive or its listings in order of severity. The list may be enlarged upon or modified to meet particular circumstances in any given situation.

Oral Reprimand/Warning- An oral disapproval issued to the student by a person designated in authority.

Written Reprimand- A statement of disapproval prepared by a designated person and delivered to the student in writing and copy sent to parent/guardian, counselor and director. The counselor and/or director will also have a conference with the student. This written reprimand will become a part of the participant's file.

Restrictions- Will be determined on an individual basis (Residence Hall restrictions, early curfew, housing relocation, other.)

Probation- Notice that further convictions of major offenses, as specified in the decision, may result in dismissal.

Dismissal- (1) Permanent severance of the student's relationship with the University of North Georgia, Upward Bound Programs.

(2) Any activity that may cause physical or emotional harm to another will automatically result in residence hall dismissal and possible program dismissal (Example- fighting, water balloons, firecrackers, initiation, and sexual harassment.)

Electronic Equipment Policy

As a participant of the Upward Bound Programs, I agree to the following terms: I realize that as a participant of the Upward Bound Programs I am expected to abide by the policies of the Upward Bound Program and the University of North Georgia's appropriate usage policies. If at any time I do not abide by these policies, I understand I will be subject to disciplinary action or program dismissal.

Due to COVID-19 TRIO Upward Bound students will be **borrowing** calculators and retaining District Chromebooks. Our goal is to help you (Upward Bound Student) to be successful and have FUN during our virtual Upward Bound Summer Institute.

The UB Summer Student will be responsible for the following equipment

- Calculator
- Hall County Schools or Gilmer County Schools Chromebook and charger
 - Be sure to charge your Chromebook **daily**. Failure to charge the Chromebook is not a valid excuse for missing class and/or assignments.

I understand:

- The materials provided to me are to be used ***solely for educational purposes.***

- The equipment will be loaned to me from **June 1st** and will returned at a date to be determined.
- There must be no food/water around the equipment to prevent damage.
- I must treat the materials provided to me with care.
- **Borrowers** will be charged a fee of **\$100.00** if any of the items listed above are lost/damaged
- I must report all accidents/damages right away to the director, Dr. N. Latrice Richardson.

At UNG Upward Bound we understand accidents happen, however, please treat items with care and return on time. Every incident will be treated and discussed on a case-by-case basis.

Social Media Best Practices

The Upward Bound Program encourages you to use social media to your advantage! Make the platforms work for you rather than against you because in today's world we know that at some point, you're going to get Googled! Per Fastweb, below are a few tips go keep in mind when posting on social media accounts.

- ◆ **Do: Have an online presence.** Since schools/employers will search you, give them something to find that will reflect positively on your personal character.
- ◆ **Don't: Upload anything that you wouldn't want EVERYONE to see.** When posting items online, never assume that only your friends, family or other specific people within your social network will have access to it.
- ◆ Be respectful of others' posts even if you don't agree with them.
- ◆ Personalize the posts you share with your network so they enjoy viewing your unique posts.
- ◆ Share information you think others would enjoy or find useful.
- ◆ Verify those you accept into your social network; be cautious about accepting any random "friends".
- ◆ Avoid negative comments, posts or messages, offensive jokes, photos or material
- ◆ Avoid highly emotional content like rants about personal situations or relationships
- ◆ Avoid posting questionable or compromising photos of yourself OR others

UPWARD BOUND PROGRAM
PARTICIPATION AGREEMENT

I have read the student handbook and understand all parts. I have been given the opportunity to ask questions. By signing this participation agreement, I agree to abide by all rules and regulations stated in the handbook.

Student Print

Student Signature

Date



University of North Georgia
Upward Bound Programs