

Upward Bound 2021-2022 Academic Year

UPDATED 08/24/2021

UPWARD BOUND MISSION

NDSU TRIO Upward Bound, a pre-college program, supports first generation and/or income eligible students by promoting college access and college degree attainment.

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UPWARD BOUND STAFF

Ben Shapiro (*Director*), Office: Ceres Hall 331

Meetings and advising online. Set your appointment at <https://calendly.com/benjamin-s-shapiro>

Text (during business hours): 763-392-7582

Phone: 701-231-8029

Email: benjamin.s.shapiro@ndsu.edu

TBD (*Academic Coordinator*), Office: Ceres Hall 330

Meetings and advising online. Set your appointment at

Text (during business hours):

Phone: 701-231-8090

Email:

Taylor Smart (*Graduate Assistant*), Office: Ceres Hall 323

Advising online. Set your appointment at <https://calendly.com/taylor-pedersen>

Email: taylor.pedersen@ndsu.edu

Tutors

MacKenzie Teigen (*Student Coordinator*)

Email: mackenzie.teigen@ndsu.edu

Calendar link: <https://calendly.com/mackenzie-teigen>

Jett Skar

Email: jay.skar@ndsu.edu

Calendar link: <https://calendly.com/jay-skar>

COVID-19 RESPONSE POLICIES

For the most updated UB responses, guidance, and schedules go to:

www.NDSU.edu/trioub

Overarching Guidance

- NDSU TRIO Upward Bound will actively monitor NDSU, School District, North Dakota and Minnesota State, and CDC guidelines for in-person gatherings and will make adjustments to scheduled events as required.
- Events and activities will follow a combination of NDSU, School District, CDC, and state guidelines.
- Virtual alternatives will be available for students to attend who are members of groups at increased health risk.
- All of the goals, services, guidelines and rules of the syllabus below continue to apply – within flexibility, flexibility, flexibility as we move through the year. Remember that these plans are fluid and may change as the year moves forward and we will continue to adjust and keep you updated over the coming academic year.

ONLINE Guidelines - tutoring, advising, Saturdays, or other UB meetings and events

Many students and staff may choose or need to participate in Upward Bound events online. We want to help you be successful!

- **Device access – computer, tablet, or phone.** Please let us know if you do not have access to a device that you can complete homework and participate in your classes for school, and use to participate in Zoom or other video meetings for Upward Bound. Your device should have a working camera and microphone
- **Internet access.** Please let us know if you do not have access to the internet or appropriate data availability to complete homework and participate in your classes for school, and use to participate in Zoom or other video meetings for Upward Bound.
- **Netiquette – special rules for online programming**
Security:
 - Don't share your passwords, logins, or Zoom meeting links with anyone.
 - Change your password if you think someone else might know it.

- Always log out when you are finished with your coursework.

General Guidelines:

- Treat your instructors and peers with respect in email, chat, or any other communication.
- Use clear and concise language.
- Use correct spelling and grammar
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive
- No offensive or inappropriate language or images will be allowed or tolerated
- Teachers and other UB staff will determine whether language, images, and/or messages are inappropriate.

Discussions – live or discussion boards, Flipgrid, etc:

- Make posts that are on topic and within the scope of course material.
- Take posts serious and review and edit before posting.
- Be sure to read or view all messages in a thread before replying.
- Be respectful of others’ opinions even when they differ from your own.
- If you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

Camera View and Name – on Zoom or similar platforms:

- While we recommend, encourage, and prefer students use their camera, students are not required to show their live camera views during Zoom or similar meetings. However, individual meetings may have their own rules and expectations – follow classroom guidelines.
- If you cannot share your live video, or prefer not to during a certain time, please add a photo of yourself that others see.
- The name showing during Zoom meetings must be your correct or preferred name to help teachers and classmates identify you.

IN-PERSON Guidelines:

- **Physical distancing:** We have reserved large rooms for our scheduled group gatherings so that we can maintain a social distance of at least 6 feet between individuals. We ask that during all in-person meetings, advising, or tutoring sessions that individuals maintain social distance of at least 6 feet at all times.
- **Face coverings:** Mask/face covering use will be required during all in-person UB events, advising, and tutoring sessions until no longer suggested and/or recommended by your schools, NDSU, the state, and the CDC. Masks will be provided by Upward Bound at

events. Participants will receive a reusable mask to take home which can be re-used for future UB events. Disposable masks will also be provided for students and staff to use if reusable masks are forgotten.

- **Wellness.** All staff members and students are asked to take their temperature before reporting to any in-person events, tutoring, or advising. Students and staff will not attend in-person events if they have a fever of 100.4 degrees or higher (or feel feverish), are feeling unwell, coughing/have developed a new cough, have tested positive for COVID-19, have been asked to quarantine, or are experiencing any currently defined COVID-19 symptoms. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

ACADEMIC YEAR PROGRAMS

Tutoring. We offer tutoring in each target school. Tutors are students at North Dakota State University.

Advising. Monthly individual meetings in target schools. The goals of these academic advising and guidance meetings are to identify the students' needs, goals, and action plans, and provide encouragement and motivation.

Upward Bound Saturday. Monthly Saturday programming on the North Dakota State University campus. Activities during UB Saturdays vary but can include tutoring, academic skill development, personal development, career exploration, mentoring, college visits, cultural exploration, recreation, ACT preparation, and information about college preparation such as financial aid, scholarships, and letters of personal intent.

UPWARD BOUND PROGRAM OBJECTIVES

The objectives of Upward Bound incorporate measures of success for high school performance, high school graduation, and post-secondary education enrollment and completion. They include:

1. **High School Academic Performance:** Participants will have a cumulative GPA of 2.5 or better.
2. **Academic Performance on Standardized Tests:** High school senior participants will have achieved at the proficient level on state assessments in reading/language arts and math.

3. **Secondary School Retention and Graduation:** Participants will continue in school for the next academic year at the next grade level OR will have graduated from secondary school with a regular diploma.
4. **Secondary School Graduation (rigorous secondary school program of study):** Participants will complete a rigorous secondary school program of study and graduate from high school in the year they were expected to graduate upon entry into Upward Bound.
5. **Post-secondary Enrollment:** Participants will enroll in a program of post-secondary education by the fall term immediately following their high school graduation OR have a letter of acceptance but deferred enrollment until the spring semester.
6. **Post-secondary Completion:** Participants will attain either an Associate's or Bachelor's degree within six years following high school graduation.

UPWARD BOUND PROGRAM COMMITMENTS

Student Commitment

Upward Bound students are expected to commit themselves to the goals and objectives of the program. The following commitments apply during the academic year as well as the summer program. The purpose of the commitments is to instill a sense of responsibility and accountability in project participants, which is necessary to future educational and career success.

1. As an Upward Bound student, I will dedicate myself to:
 - a. **The pursuit of learning** and achieving high academic and personal goals.
 - b. **Respect** for self, other individuals, other cultures, the community, and the environment.
 - c. **Role-Modeling** high standards of behavior, trustworthiness, integrity, and the ability to resolve conflicts peacefully.
 - d. **Responsibility** and accepting the obligation to use your abilities wisely and morally for the well-being of the community.
2. I will **participate in all activities during BOTH the academic year and summer program**. Activities may include:
 - a. Upward Bound Saturdays;
 - b. Academic advising;
 - c. Tutoring;
 - d. Field trips; College preparation and financial aid workshops; College visits; Leadership conferences; College application assistance
3. I will **actively participate** in Upward Bound activities knowing that my engagement enhances not only my experience but also that of others in the program.

4. I will exhibit **positive attitudes and behaviors** during all Upward Bound activities and toward all staff, students, and NDSU personnel/students.
5. I will work with an Upward Bound professional staff member to establish an Individual Academic Plan and will follow through with identified goals/action plans.
7. I will participate in the Upward Bound program until I graduate from high school.
8. I will enroll in college after high school graduation.
9. I will stay in contact with Upward Bound for at least 7 years after high school graduation.
10. I will not use tobacco products, alcohol, or illegal substances.
11. I will not bring firearms or other weapons to school or any Upward Bound program activities.
12. I will not use threatening, abusive, or profane language.
13. I will treat NDSU property with respect understanding that I am a guest at the university.
14. I will follow all rules and regulations of the Upward Bound program.

Remediation: Failure to honor all of the student commitments will result in the following actions:

- **First offense/failure to honor commitments:** A meeting will be held with the student and the Upward Bound director and/or academic coordinator to discuss the unsatisfactory performance or conduct. Depending on the severity of the infraction consequences can range from loss of the student's stipend for one month up to dismissal from the program. Information will be noted in the student's file.
- **Second offense/failure to honor commitments:** A meeting will be held with the student and the student's parents or guardians with the Upward Bound director and/or academic coordinator to discuss the unsatisfactory performance or conduct, the commitments required of Upward Bound participants, and to explore the fit of the Upward Bound program with the student's current situation and goals. Depending on the severity of the infraction consequences can range from loss of the student's stipend for one month up to dismissal from the program. Information regarding the second offense will be noted in the student's file.
- **Third offense/failure to honor commitments:** Student will be dismissed from the Upward Bound Program.

Parent/Guardian Commitment

Parents/Guardians usually play the most significant role in student achievement. Student participation in Upward Bound also requires a commitment from parents/guardians to support their student as well as the Upward Bound program objectives.

1. I will support my student's commitment to Upward Bound objectives and expectations.
2. I will monitor my student's school attendance and performance.

3. I will set high standards and expectations for my student's academic achievement.
4. I will support good study habits at home and monitor completion of homework.
5. I will monitor and encourage attendance at Upward Bound activities and meetings.
6. I will ensure transportation to and from Upward Bound events for my student.
7. I will attend parent involvement events when invited whenever possible such as financial aid workshops, summer banquet, and chaperoning events.
8. I will work together with my school's counselor, teachers, and the Upward Bound staff.
9. I will help my child meet college application and financial aid deadlines when my student is a high
10. I will complete and return all program documents by the given deadlines.

ATTENDANCE and CANCELATIONS

Attendance for all UB events is mandatory. If a student does not meet attendance expectations, disciplinary action or a reduction of a stipend may occur. *** See the COVID response section for adjustments and response to in-person meetings this year ***

If you are unable to attend a scheduled UB Saturday, program, advising appointment, or tutoring session you must notify the appropriate person (see below) at least 24 hours in advance. Improper cancellations may result in reduction of stipend or disciplinary action may be taken.

UB Saturday: contact Ben Shapiro at Benjamin.s.shapiro@ndsu.edu or 701-231-8029

Tutoring Session: contact your tutor via your typical means of communication.

Advising Appointment: contact your advisor via your typical means of communication.

Illness: advance notice is still required; please notify the appropriate person as soon as you know you will be unable to attend the scheduled event.

Weather cancellations: If UB Saturday is canceled due to weather, notice will be made on local news' cancellation announcements and participants will be notified via their contact information on record.

STIPENDS

As a participant in the NDSU Upward Bound Program, students who remain actively engaged will earn a stipend of up to \$30. Students may earn stipends in the following ways:

\$10	Attending Saturday Sessions	Students are required to attend all Saturday sessions. Make up work for missed sessions available.
\$10	Academic Advising	The student's academic advisor will determine whether academic progress has been made based on individual goals set with each student. Students must attend all scheduled advising meetings.
\$5	Tutoring	Students must attend all scheduled in-person tutoring sessions.
\$5	GPA	The student's GPA is 2.5 or higher the 1 st of the month.

UPWARD BOUND SATURDAYS

Schedule and Times: See each UB Saturday below for the schedule.

Month	Date	Location	Programming (schedule is subject to change)
September	11	STEM 126	All Grades 9am – 12pm: Welcome Back, Review of the Year
October	9	STEM 126	Senior Only Financial Aid / FAFSA Workshop (12 th grade)
October	21	College Visit	All Grades College Visit Field Trip
November	13	STEM 126	Grades 9, 10 & 12 9:00am – 12:00pm
		STEM 122	Grade 11 9:00am – 12:00pm
December	11	TBD	All Grades
January	15	TBD	All Grades
February	12	TBD	Grades 10 & 11
		TBD	Grades 9 & 12
March	5	TBD	All Grades Writing skills with NDSU Center for Writers – part 1
April	9	TBD	All Grades Writing skills with NDSU Center for Writers – part 2
May	7	TBD	Everyone <i>time tbd: End of Year Celebration</i>

TUTORING SCHEDULE

Open group tutoring times – Fall Semester 2021

This schedule is subject to change. These sessions are open-house style, you can attend as many as you would like each week, enter the session any time during the scheduled times, and stay as little or as long as you need.

School	Day	Time	Place
Moorhead	Mondays	3:30-5:00pm	Library Lower Level
South	Thursdays	3:30-5:00pm	Commons
Davies	Wednesdays	3:30-5:00pm	B114
North	Thursdays	3:30-5:00pm	Commons

Individual Tutoring Appointments are available at other times if the group tutoring times above don't work for you. Use tutor links provided on the next page to set up individual appointments as needed.

Saturday Tutoring

Instructions to schedule Saturday tutoring: you can schedule the same way you schedule individual tutoring appointments. Either by using the tutor's calendar link below or by going to the Current Students' page on our website: https://www.ndsu.edu/trioub/current_students/

Individual tutoring appointments.

To schedule an individual session please use a tutor's calendar link below or go to the Current Students' page on our website: https://www.ndsu.edu/trioub/current_students/

	<p>MacKenzie Calendar link: https://calendly.com/mackenzie-teigen</p>
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	<p>Jett Calendar link: https://calendly.com/jay-skar</p>
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ADVISING

Advisors will reach out to their students to set monthly appointments, but you are also welcome to reach out to any advisor any time with questions or to visit.

	<p>Ben Calendar link: https://calendly.com/benjamin-s-shapiro Email: Benjamin.s.shapiro@ndsu.edu</p>
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