



UPWARD BOUND MATH AND SCIENCE PROGRAM



SUMMER INTERNSHIP HANDBOOK ~2016~



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FEDERAL TRiO PROGRAMS

The Federal TRiO Programs are outreach and student services programs designed to identify and provide services for individuals from disadvantaged backgrounds. TRiO includes eight programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. TRiO also includes a training program for directors and staff of TRiO projects. Central Carolina Community College is home to two TRiO Programs: the Upward Bound Math and Science Program and the Veterans Upward Bound Program.

UPWARD BOUND MATH AND SCIENCE

I. Program Description

The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

II. Required Services

All Upward Bound projects must provide—

- (1) Academic tutoring to enable students to complete secondary or postsecondary courses, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects;
- (2) Advice and assistance in secondary and postsecondary course selection;
- (3) Assistance in preparing for college entrance examinations and completing college admission applications;
- (4) (i) Information on the full range of Federal student financial aid programs and benefits (including Federal Pell Grant awards and loan forgiveness) and resources for locating public and private scholarships; and
(ii) Assistance in completing financial aid applications, including the Free Application for Federal Student Aid;
- (5) Guidance on and assistance in—
 - (i) Secondary school reentry;
 - (ii) Alternative education programs for secondary school dropouts that lead to the receipt of a regular secondary school diploma;
 - (iii) Entry into general educational development (GED) programs; or
 - (iv) Entry into postsecondary education; and
- (6) Education or counseling services designed to improve the financial and economic literacy of students or the students' parents, including financial planning for postsecondary education.
- (7) Instruction in—
 - (i) Mathematics through pre-calculus;
 - (ii) Laboratory science;
 - (iii) Foreign language;
 - (iv) Composition; and
 - (v) Literature.

Upward Bound Math and Science projects must provide –

- (1) Intensive instruction in mathematics and science, including hands-on experience in laboratories, in computer facilities, and at field-sites;
- (2) Activities that will provide participants with opportunities to learn from mathematicians and scientists who are engaged in research and teaching at the applicant institution, or who are engaged in research or applied science at hospitals, governmental laboratories, or other public and private agencies;
- (3) Activities that will involve participants with graduate and undergraduate science and mathematics majors who may serve as tutors and counselors for participants; and
- (4) A summer instructional component that is designed to simulate a college-going experience that is at least six weeks in length and includes daily coursework and other activities as described in this section.

III. Permissible Services

Any Upward Bound project may provide such services as—

- (1) Exposure to cultural events, academic programs, and other activities not usually available to disadvantaged youth;
- (2) Information, activities, and instruction designed to acquaint youth participating in the project with the range of career options available to the youth;
- (3) On-campus residential programs;
- (4) Mentoring programs involving elementary school or secondary school teachers or counselors, faculty members at institutions of higher education, students, or any combination of these persons;
- (5) Work-study positions where youth participating in the project are exposed to careers requiring a postsecondary degree;
- (6) Programs and activities that are specially designed for participants who are limited English proficient, participants from groups that are traditionally underrepresented in postsecondary education, participants who are individuals with disabilities, participants who are homeless children and youths, participants in or who are aging out of foster care, or other disconnected participants; and
- (7) Other activities designed to meet the purposes of the Upward Bound program.

Upward Bound Math and Science projects may provide such services as –

- (1) A summer bridge component consisting of math and science related coursework for those participants who have completed high school and intend on enrolling in an institution of higher education in the following fall term; and
- (2) An academic year component designed by the applicant to enhance achievement of project objectives in the most cost-effective way taking into account the distances involved in reaching participants in the project's target area.

IV. Objectives

- (1) Academic Performance--Grade Point Average (GPA)
Participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.
- (2) Academic Performance on Standardized Test
UBMS seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.
- (3) Secondary School Retention and Graduation
UBMS project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.
- (4) Secondary School Graduation (rigorous secondary school program of study)
Current and prior year UBMS participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.
- (5) Postsecondary Enrollment
Current and prior UBMS participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).
- (6) Postsecondary Completion
UBMS participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

TRiO PROGRAMS STAFF

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SUMMER INTERNSHIP OVERVIEW

PURPOSE

To gain exposure to and experience in a career field that requires at least a Bachelor's degree.

DESCRIPTION

Upward Bound Math and Science participants are expected to complete a six-week summer internship with a local business or organization. Students will reside in their homes and commute daily to their internship location. Students must arrange their own transportation.

DATES

Internship Program:	Monday, June 20 – Friday, July 29, 2016
Summer Celebration Banquet:	Tuesday, August 2, 2016
Cultural Enrichment Trip:	Wednesday, August 3 – Friday, August 5, 2016

HOURS

25-40 hours per week. Each student can work out specific scheduling details directly with his/her supervisor.

STUDENT EXPECTATIONS

1. Exhibit professional conduct at all times:
 - Arrive on time and work until expected departure time
 - Dress neatly and appropriately
 - Use cell phone or other electronic devices only during breaks
 - Be respectful of supervisor, co-workers, and customers/clients
2. Demonstrate a strong work ethic:
 - Maintain a positive attitude
 - Show enthusiasm
 - Be productive at all times
 - Be willing to take initiative
3. Strive to develop 21st Century workplace skills:
 - Digital-age literacy (ability to read, write, listen, speak, and compute numbers; technological literacy; information literacy; cultural literacy; and global awareness)
 - Inventive thinking (adaptability; managing complexity; self-direction; curiosity; creativity; higher-order thinking; and sound reasoning)
 - Effective communication (teamwork; collaboration; interpersonal skills; networking; personal responsibility; and social and civic responsibility)

- High productivity (prioritizing; planning; problem-solving; effective use of tools and technology; and an ability to produce high-quality products with attention to detail)
4. Complete and submit all required documentation to the Upward Bound Math and Science Program in a timely manner, including but not limited to:
 - Internship Placement Verification Form
 - Weekly timesheets
 - Evaluations

SUPERVISOR EXPECTATIONS

1. Assist intern in completion of required documentation:
 - Sign Internship Placement Verification Form
 - Complete and sign intern's weekly timesheets
 - Complete final evaluation upon completion of internship
2. Serve as a professional mentor to intern
3. Communicate regularly with intern and Upward Bound Math and Science Program (via weekly timesheet) regarding expectations and performance
4. Communicate with Upward Bound Math and Science Program immediately if a problem arises

EVALUATION

In order to monitor interns' performance, supervisors will be asked to note tasks completed and performance of intern on weekly timesheets. A representative of the Upward Bound Math and Science Program will also make at least one (1) site visit to the internship placement location to observe the intern. Upon completion of the internship, supervisors and interns will both be asked to complete final evaluations. Supervisors are also strongly encouraged to submit letters of recommendation on behalf of their interns for future college admissions and scholarship applications via email to ubms@ccc.edu within two (2) weeks of the completion of the internship.

STUDENT COMPENSATION

Upon receipt of all required documentation and successful completion of the internship, students will receive a \$450 stipend from the Upward Bound Math and Science Program. Placement businesses and organizations are **not** expected to compensate interns for their time and effort.

WEEKLY SCHEDULE

Monday – Thursday	Work at internship site according to schedule agreed upon with supervisor
Wednesday, 6 – 7:30 pm CCCC Lillington	UBMS Internship & College Application Prep Seminar *REQUIRED*
Friday (except June 24)	UBMS College Tour, Community Service, or Career Day *SUBMIT WEEKLY TIME SHEET*
Sunday	*SUBMIT WEEKLY JOURNAL ENTRY* (1 paragraph per day, or 1 page per week)

SPECIAL EVENTS

Friday, July 1st

Community Service

Second Harvest Food Bank
Fayetteville, NC

**Depart from High Schools*

Friday, July 8th

STEM Career Exploration Day

Research Triangle Park
Research Triangle Park, NC

**Depart from High Schools*

Thursday and Friday, July 14th – 15th

College Tour (Overnight Trip)

Appalachian State University
Boone, NC

**Depart from CCCC Sanford*

Friday, July 22nd

College Tour

UNC Pembroke
Pembroke, NC

**Depart from Campbell University*

Friday, July 29th

College and Career Exploration

NC Central University
Durham, NC

**Depart from Campbell University*

Tuesday, August 2nd

Summer Celebration Banquet

6:00 – 7:30 pm

Campbell University

*Students will present on internship
experience –*

Parents are invited!

Wednesday – Friday, August 3rd – 5th

Cultural Enrichment Trip

**Depart from Campbell University*

Transportation schedules will be provided prior to Special Events.

CODE OF CONDUCT

STUDENT PLEDGE

*It is my duty to possess the highest scholastic intentions,
Striving always to present myself in a respectable manner.
I accept that my role as an Upward Bound Math and Science participant
Requires both sacrifice and dedication.
I will endeavor to maintain academic and ethical integrity,
Believing that my words and my work are reflections of my character.
I will utilize my talents and knowledge to help myself and others,
Always remembering that Upward Bound has a clear mission.
It is my goal to acquire higher education,
Thereby validating the purpose of Upward Bound,
For I understand and accept that my success determines other students' opportunities.
Following these ideals situates me as a true leader -
One to be admired and an example to be followed.
I AM READY, I AM COMMITTED, I AM UPWARD BOUND!*

RULES AND REGULATIONS

1. **Weapons:** Use, possession and/or distribution of dangerous object of no reasonable use (i.e., guns, knives, mace, fireworks or similar related items) at any Upward Bound activity (on- or off- campus) is prohibited. Possession of weapons on campus is a crime.
2. **Alcohol:** Use, possession and/or distribution of alcoholic beverages on campus or at any Upward Bound activity or related activity (on- or off-campus) is prohibited.
3. **Drugs:** Use, possession and distribution of illegal or prescription drugs on campus and/or program-related activities is prohibited. All participants taking prescription drugs must report this information to the Upward Bound staff. Abuse or inappropriate distribution of non-prescription drugs is prohibited.
4. **Sexual Misconduct:** Sexual cohabitation and sexual misconduct are prohibited. Displaying inappropriate behavior and/or affections, such as fondling, touching, hugging, kissing, caressing are prohibited.
5. **Stealing and Destroying/Defacing Property:** Students are to respect property. Do not destroy or deface College, University, Upward Bound or other properties, or alter official documents, forms or records. Students are to respect one others' property. Students are prohibited from taking items that do not belong to them. Shoplifting is a crime and subject to legal prosecution.
6. **Fighting/Provocation/Threats:** (a) Fighting on any campus, and other sites of the Upward Bound Math and Science Program and program-related activities is prohibited; (b) Intentionally placing a person in fear of imminent physical injury or danger is prohibited; and (c) Intentionally inflicting severe mental or emotional distress upon a person through a course of conduct, involving repeated abuse or disparagement, is also prohibited.
7. **Aiding and Abetting:** Influencing, assisting, and or encouraging students to violate rules, regulations and procedures is prohibited.
8. **Central Carolina Community College Rules and Regulations:** Students violating Central Carolina Community College rules, regulations, policies and procedures are subject to penalties prescribed by the College and the Upward Bound Math and Science Program.

DRESS CODE POLICY

The dress code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Students in Upward Bound are preparing for college and must understand the importance of dressing for success on all occasions. Therefore, appropriate attire must be worn by students in Upward Bound Math and Science at all times, including at off-campus activities. **Business casual dress is recommended for special events, college visits, and field trips.** Students may be denied admission to various functions if their manner of dress is inappropriate.

Examples of **inappropriate** dress and/or appearance include, but are not limited to:

1. Caps, do-rags, headbands, scarves, or hoods. Hats, hoods and other head coverings must be removed prior to entering any room on campus. This policy item does not apply to headgear considered as a part of religious or cultural dress.
2. Midriffs, halters, mesh or netted shirts, spaghetti straps, tube tops, sheer clothing or tops that are cut too low.
3. Short shorts, skirts, and/or dresses.
4. Sagging pants.
5. Exposed undergarments of any kind.
6. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
7. Sunglasses worn indoors.
8. Bare feet.

A student whose attire is deemed inappropriate will be asked to change. If the student does not have in his/her possession any clothing that is deemed appropriate, an attempt will be made to contact the student's parent/guardian for a change of clothes. If a parent/guardian is unable to be reached, or unable to bring an appropriate change of clothing immediately, the student must change into clothes provided by Upward Bound Math and Science Staff. Students who fail to abide by the dress code policy will be subject to disciplinary action.

DISCIPLINARY ACTION PROCEDURES

- | | |
|-------------------------------------|---|
| <u>1st Minor Infraction:</u> | Staff provides verbal warning to student and documents incident for Director's review. |
| <u>2nd Minor Infraction:</u> | Staff addresses behavior with student, documents incident for Director's review, a phone conference is held with parent or guardian, and course of disciplinary action is decided. |
| <u>3rd Minor Infraction:</u> | Staff addresses behavior with student, documents incident for Director's review, an in-person conference is held with parent or guardian, and course of disciplinary action is decided. Student may be dismissed from remainder of Summer Academy. |
| <u>Any Major Infraction:</u> | A meeting between the student, a parent or guardian, and the Director is held immediately and course of disciplinary action is decided. Student may be dismissed from remainder of Summer Academy or expelled from the Upward Bound Math and Science Program. If necessary, appropriate authorities will be notified. |

ATTENDANCE AND PARTICIPATION POLICIES

The UBMS program expects that program participants will be present both physically and mentally at all mandatory events.

Attendance Records

Program staff will keep records of attendance for all students throughout the duration of the program. Students should sign in at each activity or event to ensure that their attendance is recorded.

Excused Absences

Students or parents/guardians should notify the UBMS staff of any expected absences or unexpected absences, such as illness or a family emergency, as soon as possible, keeping in mind that UBMS is not able to provide the valuable services we offer if a student is not present.

Repeated Absences and Tardies

Repeated unexcused absences and/or tardies will not be tolerated, particularly without appropriate notification. It is expected that students will communicate with the UBMS staff AND their internship supervisor to provide proper notification of anticipated absences or tardies.

Throughout your internship, you are expected to work all hours as scheduled and complete all assignments that the internship requires or your supervisor assigns.

STIPEND INFORMATION

I. Maximum Stipends

Youths participating in an Upward Bound project may be paid stipends not in excess of \$60 per month during June, July, and August, except that youth participating in a work-study position may be paid a stipend of \$300 per month during June, July, and August. Youths participating in an Upward Bound project may be paid stipends not in excess of \$40 per month during the remaining period of the year.

II. Stipend Checklist

- ✓ \$240 – Six (6) Weekly Time Sheets documenting 25-40 hours each week (\$40 for each week)
- ✓ \$60 – Six (6) Weekly Journal Entries describing work completed, successes, challenges, and anything you learned (\$10 for each week) (*Entries must be at least 1 page, double-spaced to earn stipend*)
- ✓ \$50 -- Reflection Paper (To include Education or Training Required, Likes, Dislikes, Attributes of a Successful Professional in the field, Future Plans related to this field; Must Include Cover Sheet with Name, Internship Placement, Supervisor Name, Logo or Picture) (*Papers must be at least 3 pages, double-spaced to earn stipend*)
- ✓ \$50 – Copy of Thank You card or letter sent to Internship Supervisor
- ✓ \$25 – Five (5) Photographs (\$5 for each photograph)
**Be sure to request permission before photographing anyone other than yourself*
- ✓ \$25 -- Evaluation

Total \$ 450.00

INTERNSHIP DEADLINES

WEEKLY TIME SHEETS, signed by a supervisor, are due every **FRIDAY** by 5:00 pm via fax to (919) 718-7290 or email to ubms@cccc.edu.

WEEKLY JOURNAL ENTRIES are due by 12:00 am midnight every **SUNDAY** via fax to (919) 718-7290 or email to ubms@cccc.edu. Entries must be at least 1 page, double-spaced to earn stipend.

<input type="checkbox"/> Friday 6/24/16	Week 1 Time Sheet Due
<input type="checkbox"/> Sunday 6/26/16	Week 1 Journal Entry Due
<input type="checkbox"/> Friday 7/1/16	Week 2 Time Sheet Due
<input type="checkbox"/> Sunday 7/3/16	Week 2 Journal Entry Due
<input type="checkbox"/> Friday 7/8/16	Week 3 Time Sheet Due
<input type="checkbox"/> Sunday 7/10/16	Week 3 Journal Entry Due
<input type="checkbox"/> Friday 7/15/16	Week 4 Time Sheet Due
<input type="checkbox"/> Sunday 7/17/16	Week 4 Journal Entry Due
<input type="checkbox"/> Friday 7/22/16	Week 5 Time Sheet Due
<input type="checkbox"/> Sunday 7/24/16	Week 5 Journal Entry Due
<input type="checkbox"/> Friday 7/29/16	Week 6 Time Sheet Due Evaluations (Self-Evaluation and Program Evaluation) due by 5:00 pm via fax to (919) 718-7290 or email to ubms@cccc.edu
<input type="checkbox"/> Sunday 7/31/16	Week 6 Journal Entry Due
<input type="checkbox"/> Tuesday 8/2/16	Internship Portfolio due via email to ubms@cccc.edu <ul style="list-style-type: none"> • Reflection Paper – 3 pages, double-spaced • Photographs (5) sent to ubms@cccc.edu • Copy of Thank You card or letter to supervisor <i>*Complete Internship Portfolio must be submitted by deadline in order to attend Cultural Enrichment Trip</i> Internship Presentations at Summer Celebration Banquet at Campbell University, 6 – 7:30 pm



Upward Bound Math and Science
 Central Carolina Community College
 1105 Kelly Drive
 Sanford, NC 27330
 Phone (919) 718-7463

TIME SHEET

*Please fax to the UBMS Program at (919) 718-7290
 by the close of business on Friday.*

Employee Name: _____ Company Name: _____
 Week of: _____ Supervisor Name: _____

Date	Start Time	End Time	Total Hrs.
WEEKLY TOTALS:			

Summary of Tasks Completed This Week:

Comments on Weekly Performance:

Student Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Please fax to the Upward Bound Math and Science Program at (919) 718-7290 by the close of business on Friday.



Upward Bound Math and Science
Summer Internship Site Visitation Form

STUDENT NAME: _____

DATE & TIME: _____

EMPLOYER/SITE: _____

INTERNSHIP
COORDINATOR: _____

RATINGS	1 = Poor	2 = Fair	3 = Avg	4 = Good	5 = Excellent
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Professional Dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Cell Phone Use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative/Work Ethic/Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Overall Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					

Overall Rating (average the rating numbers above)

VISITATION NOTES



**CENTRAL
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