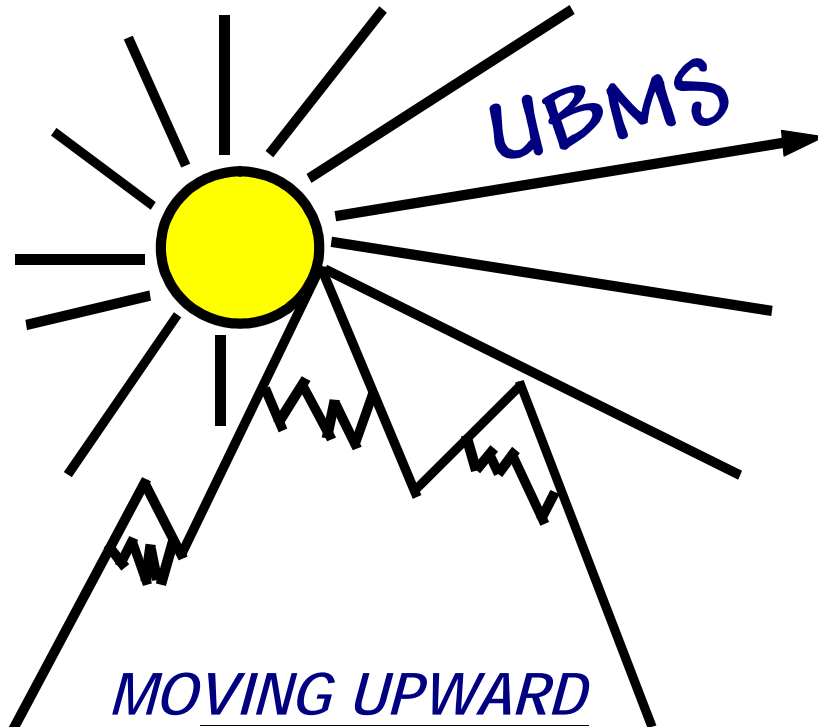


*The University of Delaware's
Upward Bound Math/Science Program*



2007 PARENT HANDBOOK

TRiO

UNIVERSITY OF DELAWARE
UPWARD BOUND MATH/SCIENCE
SUMMER PROGRAM HANDBOOK

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WELCOME TO THE UPWARD BOUND MATH/SCIENCE COMMUNITY!

We have learned over the years that **our most successful participants are those who have the support of their families**—the encouragement that comes from home makes a big difference when things get tough.

It's difficult for a student to "give up" a summer to work hard in academics. While UBMS is a wonderful opportunity for building up study skills in challenging classes, it is also a chance for our students to be part of a community of mutual support: students, resident and academic staff all join together to pursue common goals: academic success in high school, admission to college, and college graduation.

While your student is a summer UBMS participant, we encourage you to add your voice to ours. Share your hopes for your student's academic future with him or her, and provide opportunities to discuss short- and long-term goals. As your student begins to plan for applying to college, you can help look for college fairs, visits to the high school by college representatives, and college visits through the school district or local agencies. Your student should also begin to seriously consider ways to explore career opportunities that seem interesting. Job-shadowing and volunteer work are common ways of doing this, and sometimes even internships are available.

During the academic year, we provide a number of workshops that reinforce our work with students in preparing for college. Among these are our study skills series, career trips, and college visits. Please encourage your student to take advantage of these workshops as much as possible.

Finally, remember that we are always here as a resource for *you*, as well. Our parent workshop in the summer is an example. Feel free to call us with your questions and concerns. And when the academic year rolls around, make it a point to get to know your student's guidance counselor and ask about his/her schedule: Enrolled in challenging classes? On a college-prep track? Let the counselor know that you care about your student's progress. And let us know if you need help in advocating for your student.

Throughout the summer, you will receive a weekly newsletter that fills you in on the program's activities. During the academic year, students receive a bimonthly newsletter. At any time, if you would like to see a particular topic covered, or if you have read a particularly useful article, please let us know, and we can include it in our next issue.

You have a large part to play in your student's success, both in UBMS and in his or her goals for attending and completing college. We hope that we can help you this summer and in the future. Join with your fellow UBMS parent community members and help us make the journey a successful one this summer and beyond!

The UBMS Director

**WELCOME TO THE UPWARD BOUND MATH/SCIENCE COMMUNITY
AT THE UNIVERSITY OF DELAWARE!**

You are about to become part of a unique and very special community, setting out on an adventure that you will remember for a lifetime. While you are here, you will meet many new and exciting people, you will learn new things about yourself and your education, and you will have a good time doing it.

This is your copy of the UBMS Student Handbook. Read it, become familiar with its contents, and respond to the program contract by signing and returning to us your agreement to abide by the rules and policies of our program. If there is anything unclear to you as to our expectations for members of the community, please discuss it with us as soon as possible. It is crucial to our sense of shared responsibility that the lines of communication are always open.

What the Program is Like

The goals for the five-week program include increasing your academic skills, social interactions and desire to succeed in school, within the structure of a closely-knit community. One of the ways in which our community interacts is through Town Council. **Each day begins with the Town Council meeting, including the entire residential community and members of the administrative staff.** This time is used to pass on program information, deal with community concerns and share successes. Each Friday, a recorder and a sergeant-at-arms are elected to facilitate these meetings during the week following their election to the Council. The recorder takes attendance and keeps notes on the proceedings of each meeting, and the sergeant-at-arms is responsible for ensuring that participants are at the meetings and for keeping order in a polite, effective way. **Everyone is required to be at Town Council, and everyone must be on time.**

Class assignment is determined by the program administration, using information from the interest survey and high school transcripts. Each student will attend English, Latin, Math, and Science. The classes that you attend on Mondays through Fridays are small. Classes are taught by experienced teachers assisted by tutors, so that each student receives a great deal of attention. Your tutors will be present during study hours as well as during class times, so the amount of support available to you is considerable. Take advantage of these resource people! They have been successful college students for some time, and are willing to share their leadership and insights with you--they deserve your respect and cooperation.

There is a study time every evening from 6:30-8:30pm. At this time, students are in their assigned classrooms, quietly studying. Students are expected to work on assignments in all classes throughout the study period; should a student have problems in adequately budgeting time to prepare for a given class, the tutor(s) will help ensure adequate attention in addition to giving advice on study skills. Students not doing the required homework will be assigned to a supervised study.

Stipends will be disbursed weekly. This is an opportunity for students to discuss their progress individually with UBMS administration, as well as for concerns/congratulations on the part of UBMS staff to be expressed to individuals. In some instances, a portion (or all) of the stipend will be withheld in order to emphasize the need to

improve in program participation. *Stipends take time and energy for all concerned. We appreciate your patience in waiting for your turn each week.*

In order to foster community spirit, we ask that attention to the UBMS experience be maximized. In order to achieve this, please help us by arranging doctor's appointments, etc. for either before or after the program dates or for the weekend. Clearly, emergency situations may arise, and these will be handled on a case-by-case basis by the UBMS Director.

YOU WILL GO HOME ON ALL WEEKENDS OF THE PROGRAM. Normal pickup time is scheduled for **Fridays from 4:00-6:00pm.** Regular drop-off will be **Sundays, 6:00 – 8:00 p.m.** **On Sunday, July 22nd, students will need to return to campus from 4-6pm due to programming scheduled that evening.**

The University of Delaware will be closed on Wednesday, July 4th for the 4th of July Holiday. Students may leave campus for the Holiday (or they may remain). Students may be picked up Tuesday, July 3rd between 3:45-6pm. All students must be back in the dormitory by 10pm on Wednesday, July 4th.

***Seniors will stay late on July 20th and will need to be picked up after their Senior Dinner ends between 7:30 –8:30 p.m.**

The schedule on the next page summarizes a typical day in the UBMS program.

UBMS SAMPLE DAILY SCHEDULE
June 24 – July 26, 2007

7:30 a.m. - 8:00 a.m.	Breakfast
8:00 a.m. - 8:25 a.m.	Town Council
8:30 a.m. - 10:00 a.m.	English/Latin
10:10 a.m. - Noon	Science
12:10 p.m. - 1:20 p.m.	Lunch
1:30 p.m. - 3:20 p.m.	Math
3:30 p.m. - 5:30 p.m.	Sports, other recreation, relaxation (planned and free)
5:30 p.m. - 6:30 p.m.	Dinner
6:30 p.m. - 8:30 p.m.	Study hours
8:30 p.m. - 10:00 p.m.	Evening Activities (speakers, group meetings, presentations...)
10:30 p.m.	Students must be on own floor
10:45 p.m.	Students must be in own rooms
11:00 p.m.	Lights out/quiet time (unless approval from administration is obtained for additional study time.)

CONTRACT AGREEMENT

Rules for the UBMS community exist for two main reasons:

- 1) *to ensure the safety of all UBMS participants and their belongings, the property of UBMS and the University, and*
- 2) *to ensure that students take academic and personal responsibility during their stay in the UBMS program. This includes UBMS' maintaining a good reputation at the University of Delaware.*

Please understand that, as the staff of the UBMS program, we will do our utmost to preserve the dignity of the individual community member. At the same time, we must provide safety for the community as a whole. Maintaining this balance is a constant challenge in any committed community.

Please read the following agreement. You will receive an 8 ½ x 11 copy to sign and return on the first day of the program. **Please understand that your responsibilities include, but are not limited to the elements listed below.**

1. **PARTICIPATION.** I understand that my success, along with the success of other UBMS students, depends upon my participation and commitment. I agree to participate 100% in the classroom, recreational activities, evening study sessions and all other UBMS events. I agree to cooperate with the UBMS staff and teachers. I understand that the six weeks is a complete commitment and that other activities must be scheduled during non-program times (e.g., on the weekend).
2. **RESPECT.** I agree to respect and honor myself and teachers, staff, university personnel, and students. I agree to respect myself and others by not displaying excessively affectionate behavior. I agree not to possess obscene or pornographic materials out of respect for myself.
3. **ACADEMIC WORK.** I agree to complete all the work assigned by my teachers to the best of my ability.
4. **ATTENDANCE.** I agree to attend all Town Council meetings, class periods, study sessions and program events. If I am ill, I agree to report this to the appropriate program staff member. I agree to be on time for all classes and other UBMS events. I understand that being late to class without having a valid reason will be marked as an unexcused absence.
5. **CLASSROOM BEHAVIOR.** I agree to be attentive to what is going on in the classroom.
6. **INTERNET BEHAVIOR.** I accept responsibility for appropriate use of the Internet.
7. **STUDY HOURS BEHAVIOR.** I agree to use the study hours as fully as possible, using the resource of staff and peer tutors whenever help is needed, and refraining from engaging in socializing or otherwise disrupting the studying of other students.
8. **LANGUAGE.** I agree to speak positively at all times and not to use profane language out

of respect for myself and others. I agree to refrain from spreading rumors about any member(s) of the UBMS community.

9. **LIVING ARRANGEMENTS.** I agree to respect the privacy of others and their desire for sleep. I agree not to be in another person's room without that person's permission. I agree to be on my floor from 10:30pm and in my room from 10:45pm to 6:30am the following day. I understand that "hall sports" are expressly forbidden by the University of Delaware Residence Life Office. In this spirit, I agree to observe quiet hours established by residence hall staff and not to make loud noises or play pranks. I agree to turn the lights out by 11:00pm nightly.

10. **TELEPHONE/BEEPERS.** I agree to limit my calls on the hallway phone to five minutes. I understand that, because one of the goals of the program is to develop the UBMS community, a personal phone is prohibited, and agree to abide by this policy. Further, I understand that beepers are not allowed in the program; any beepers found will be confiscated and not returned until the end of the summer program. If a phone is found in my room, it will be confiscated and returned at the end of the week, to be taken home. If this occurs a second time, I understand that it will not be returned until the end of the summer program.

11. **VEHICLES.** I agree not to accept a ride from anyone (or drive a vehicle) driving a non-program vehicle without written permission from my parents and approval by the UBMS Director.

12. **SECURITY.** I agree to reimburse the program for any lost room key (\$50) or PDI (\$75) or special program card (\$15). The PDI card is used to gain access to the locked residence hall entrance, and will not work between the hours of 10:00pm and 6:00am. I understand that I am not to loan my key or PDI to any person.

13. **VISITORS.** I agree not to admit non-UBMS people into the residence hall at any time without the written permission of the UBMS Director or the Resident Director.

14. **VISITING.** I agree to visit other residence halls only with prior written permission from the UBMS Director or the Resident Director.

15. **PERSONAL PROPERTY.** I agree to leave the following items at home: televisions, computers, expensive jewelry and other valuable items, large sums of money, pets, and other items that will work against UBMS community-building. I assume responsibility for all personal property brought to the program and respect the property rights of others.

16. **BOUNDARIES.** I agree to stay within the physical boundaries set by the program. I will respect the need for supervision by program staff when outside these boundaries.

Bottom-Line Agreements (infractions may result in dismissal from the program):

I agree to abide by the following essential regulations while attending the University of Delaware Upward Bound Math/Science program:

1. I agree not to bring, possess, sell or consume ALCOHOL.
2. I agree not to bring, possess, consume or sell any DRUG, medication or substance not prescribed for me by my doctor.
3. I agree not to POSSESS, SMOKE or CHEW tobacco products.
4. I agree not to PHYSICALLY ASSAULT, VERBALLY ABUSE or SEXUALLY HARASS anyone.
5. I agree not to engage in INTIMATE SEXUAL ACTIVITY.
6. I agree not to HAVE VISITORS PRESENT WITH THE DOOR TO MY ROOM CLOSED. *I further understand that males are not allowed on the females' floor and females are not allowed on the males' floor and will abide by this policy.*
7. I agree not to VANDALIZE or STEAL anyone's property.
8. I agree not to CHEAT or PLAGIARIZE (steal another's work).
9. I agree not to bring, possess or use lethal WEAPONS.
10. I agree not to GAMBLE.
11. I agree not to bring, possess or use FIREWORKS.
12. I agree not the LEAVE THE RESIDENCE HALL PREMISES OR OVERSTEP THE BOUNDARIES defined by the staff between 3:00pm and 6:00am without the approval of a staff member.

Student's Signature _____

Date _____

Broken bottom line agreements: Any violation of bottom-line agreements will result in an immediate Director's conference. It will also include immediate notification of parents/guardians. Expulsion from the program may result.

JUDICIAL REVIEW BOARD

I. Purpose

The Board may hear and act upon violations of the University of Delaware and Upward Bound Math/Science program rules and policies. The Board affords students the opportunity and responsibility to share in enforcing the guidelines by which all

community members are expected to abide.

II. Philosophy Behind the Judicial Review Board

Upward Bound believes that everyone is responsible for his/her own actions and should learn to live within the rules of the community. We also believe that you should assume the responsibility for following the rules of this community.

Thus, the consequences of breaking the rules are designed to be appropriate for the infraction. Our hope is that, as a result of these consequences, those who have broken the rules will begin to accept responsibility for their actions.

III. Makeup of the Board

The Board is made up of three student participants and two staff members. Members of the Board are appointed every two weeks.

Newly appointed Board members have an orientation lunch with the Residence Hall Director on the Friday prior to taking office; subsequent meetings will be held to organize themselves and to deal with infractions.

IV. Procedures of the Board

The Board proceeds in the following fashion:

- A. The charging party states his/her reason why the student is being brought before the Board. The student is present to hear the charges. The Board may question to clarify.
- B. The student presents his/her version of the incident in question. The Board may question to clarify.
- C. The Board allows both the student and charging party the opportunity to respond to each other's statements.
- D. The Board goes into executive session to determine guilt or innocence and the appropriate action.
- E. The student returns to hear the decision. If found innocent, no further action is necessary. If found guilty, the Board determines the restitution or penalty.
- F. The student being charged agrees to be responsible for carrying out his/her penalty and one Board member serves as an overseer.
- G. If the student fails to carry out his/her penalty, the student will appear again before the Board.
- H. The Recorder posts the Board's actions in a place determined by the Board.

V. Examples of Judicial Review Board Actions

A. *Violation: Late to Town Council.*

Penalty: Student is responsible for straightening up the common room for one week.

B. *Violation: Disruption of study hours.*

Penalty: Public apology to the community and stated plan for not repeating the behavior.

THE UPWARD BOUND MATH/SCIENCE DREAM TEAM CHALLENGE

Teamwork (as defined by Wikipedia) is the concept of people working together cooperatively.

Skills necessary for Teamwork, AND expected of all UBMS team members

(in addition to any necessary technical, physical, and/or cognitive skills; there are a wide range of social skills that are key to successful teamwork)

- **Listen** – it is crucial to listen to other people’s ideas. When members are able to share their ideas openly, the initial idea will produce other, often better, ideas.
- **Question** – it is important to ask questions, interact, and discuss the objectives of the team.
- **Persuade** – each individual member is encouraged to share, defend, and evaluate or rethink their ideas.
- **Respect** – it is critical to treat your fellow team members with respect at all times and to provide support of their ideas and efforts.
- **Help** –helping is essential, as it is the general basis of teamwork; to help one’s team members.
- **Share** – it is necessary to share with your team in order to create the atmosphere of teamwork (where all members are making positive contributions toward the team goal).
- **Participate** – it is essential that each individual member within the group participate in helping to attain the goal of the team.

Team Rules and Guidelines

1. Students will be randomly assigned by program staff to one of four teams.
2. There will be two separate components; a summer component and an academic year component. Teams will be randomly assigned at the beginning of each component.
3. Once assigned to a team, a member must remain in that team throughout the course of that component (summer or academic year). Teams will not be reassigned or changed.
4. Each team will elect a team captain, to serve as a leader for the group.
5. Each team will decide on an appropriate team name.
6. During the summer component, there will be RA/Tutors assigned to each team. Their role is primarily to act as a facilitator for the group - helping to resolve problems that the group cannot solve by themselves. RA/Tutors will also participate as team members on Field Day.
7. While team captains will provide leadership to the group, the entire group is responsible for participating in team events and decision making. In situations where a consensus cannot be made, the team captain will take a poll by show of hands to determine majority rule.

8. Point values will be assigned to specific individual and team events/activities. Students will have the opportunity to earn points for their teams, both through their individual participation in the program and through team participation.
9. In addition to earning points, it also will be possible for teams to lose points.
 - During the summer component, teams will lose points for every write-up received by a team member and for every judicial review board appearance by a team member(s). Points also will be deducted for every late and missed stipend meeting during the summer program. Teams may also be penalized for on-going and/or severe classroom behavior problems of team members (as determined by program staff).
 - During the Academic Year, points will be deducted for every instance where a student RSVP's (for a workshop or program event), fails to notify program staff 48 hours in advance that they are no longer able to attend, or do not show for the event that the student committed to attend (a no show, no call).
10. The team with the most points at the end of the program component wins. The winning team will be rewarded with an activity of their choosing (within reason; administrative staff will have final say depending on appropriateness of the chosen event and the financial cost).
11. For each component (summer and academic year), a fundraiser will make up one of the point categories. A portion of the funds raised will go toward paying for the winning team's celebratory event.
12. During the summer component, there will be a "team points board" in the residence hall. At the end of each week, points earned during that week will be tallied and updated on the board, by administrative staff.
13. During the academic year component, team points will be updated monthly and posted via the UBMS webpage and/or by email.

**Upward Bound Math/Science Summer Program
June 24—July 26, 2007**

Dr. Lin Gordon, Director
Academic Enrichment Center

Beth Kowalski, Student Enrichment Coordinator
Lissa Kunig, Staff Assistant

Patrick Jones, Evening Program Facilitator

Resident Summer Staff

Donald Walker, Resident Director
Craig Richardson, Night Coordinator
Erin Mayhew, RA/Tutor, English
Walter Blair, RA/Tutor, Chemistry
Angela Johnson, RA/Tutor, Biotechnology
Carl Suddler, RA/Tutor, Physics
Jesse Rodriguez, RA/Tutor, Algebra II/Geometry
Megan Oberst, RA/Tutor, Precalculus
Sarah Tjaden, RA/Tutor, Calculus

Summer Teaching Staff

Jennifer Hollstein, English/Latin
Beth Kudlick, English/Latin
Jessica Harper, English/Latin
Joe Scott, Algebra II/Geometry
John Kudlick, Precalculus
Matt Kramer, Calculus
Sue Gleason, Chemistry
Bob McDowell, Biotechnology
Peter Hannaford, Physics

UBMS CONTACT INFORMATION

ADMINISTRATIVE OFFICE: 302/831-6373

UNIVERSITY OF DELAWARE CAMPUS MAP

