



UPWARD BOUND MATH AND SCIENCE PROGRAM



SUMMER BRIDGE HANDBOOK ~2016~



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; and
 - (iv) Composition and 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.

UBMS STAFF

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SUMMER STAFF

Mr. Brandon Garcia

Summer Bridge Coordinator

SUMMER BRIDGE PROGRAM

Overview

As an Upward Bound Math and Science student participating in the Summer Bridge Program, you will enroll in one (1) or two (2) courses at Central Carolina Community College during the Summer Session. The course(s) you take will be selected based on your interest and eligibility in close consultation with the Assistant Director of Academic Initiatives, Mrs. Cagle. **All tuition, fees, textbooks, and supplies will be paid for by the Upward Bound Math and Science program.**

Eligibility Requirements

Graduating seniors in Upward Bound Math and Science are eligible to apply for participation in the Summer Bridge Program. Complete applications received by the deadline will be reviewed by the UBMS staff and students will be notified of their participation by May 31.

Important Dates

Orientation: Saturday, May 21, 2016
Courses: Monday, June 13 - Tuesday, August 9, 2016
Cultural Enrichment Trip: Wednesday, August 10 – Friday, August 12, 2016

Courses Offered

BIO 110 - Principles of Biology (Lillington – T/Th 9:00 am – 3:00 pm)

(Prerequisites: Take one set: RED 090 & ENG 090 or DRE 098 or appropriate placement test scores or ACT Reading 22 or English 18 or SAT English 500 score): This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Natural Science.

ENG 111 - Writing and Inquiry (Lillington – M/W or T/Th, 9:00 am – 1:00 pm)

(Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, DRE 098, or appropriate placement test scores or ACT Reading 22 or English 18 or SAT English 500 score): This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, and effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

MAT 171 - Precalculus Algebra (Sanford – M/W, 10:00 am – 4:00 pm)

(Prerequisite: Take one set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080, OR Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065, OR Set 3: MAT 121 OR appropriate placement test scores OR ACT Math 22 or SAT Math 500 score): This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics.

PSY 150 - General Psychology (Lillington – M/W or T/Th, 9:00 am – 1:00 pm)

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

****Course enrollment will be based upon student preferences and course requirements, including placement test scores and prerequisites. Final course enrollment decisions are at the discretion of the UBMS program.***

Transportation

Students are responsible for their own transportation to and from the Lillington or Sanford campuses, however if transportation is a barrier to participation, please notify Upward Bound Math and Science staff and accommodations may be made.

Time Commitment / Daily Schedule

The UBMS Summer Bridge Program will require a time commitment of two or four days per week depending on the number of classes taken. Each day will consist of instruction, tutoring (also called Supplemental Instruction), and a College Transition Seminar. Students are required to attend ALL elements of the program each day. Time at home will also be required to complete assignments and study for quizzes or tests.

MAT 171 June 13 – August 9 Sanford				
	Monday	Tuesday	Wednesday	Thursday
10:00 am – 12:00 pm	MAT 171 Supplemental Instruction		Supplemental Instruction	
12:00 – 12:45 pm	Lunch		Lunch	
1:00 – 3:50 pm	Class		Class	

BIO 110 June 13 – August 9 Lillington				
	Monday	Tuesday	Wednesday	Thursday
9:00 – 11:50 am		Class		Class
12:00 – 12:45 pm		Lunch & College Transition Seminar		Lunch & College Transition Seminar
1:00 – 3:00 pm		Supplemental Instruction		Supplemental Instruction

PSY 150 – Section A June 13 – August 9 Lillington				
	Monday	Tuesday	Wednesday	Thursday
9:00 am – 12:00 pm	Class & Supplemental Instruction		Class & Supplemental Instruction	

PSY 150 – Section B June 13 – August 9 Lillington				
	Monday	Tuesday	Wednesday	Thursday
9:00 am – 12:00 pm		Class & Supplemental Instruction		Class & Supplemental Instruction
12:00 – 12:45 pm		Lunch & College Transition Seminar		Lunch & College Transition Seminar

ENG 111 – Section A June 13 – August 9 Lillington				
	Monday	Tuesday	Wednesday	Thursday
9:00 am – 12:00 pm	Class & Supplemental Instruction		Class & Supplemental Instruction	

ENG 111 – Section B June 13 – August 9 Lillington				
	Monday	Tuesday	Wednesday	Thursday
9:00 am – 12:00 pm		Class & Supplemental Instruction		Class & Supplemental Instruction
12:00 – 12:45 pm		Lunch & College Transition Seminar		Lunch & College Transition Seminar

<u>SPECIAL EVENTS</u>
<p>Saturday, May 21 Summer Orientation 9:00 am – 12:00 pm, CCCC Lillington</p>
<p>Monday, June 13 First Day of Classes</p>
<p>Monday - Tuesday, July 4 – 5 HOLIDAY (CCCC & UBMS will be closed)</p>
<p>Tuesday, August 2 Closing Ceremony 6:00 – 7:30 pm, Campbell University <i>Parents are invited!</i></p>
<p>Tuesday, August 9 Last Day of Classes</p>
<p>Wednesday - Friday, August 10 - 12 Cultural Enrichment Trip</p>

POLICIES AND PROCEDURES

Attendance

Participants of the UBMS Summer Bridge program are expected to attend ALL classes, tutoring sessions, and college seminars, unless an expected absence is discussed IN ADVANCE with a UBMS staff member. Participants are not to arrive late to or leave early from any class, tutoring session, or college seminar. Expected absences must also be communicated directly with the Course Instructor. The Summer Bridge Coordinator will be tracking all absences.

Assignments, Grades, and Transcripts

Participants are expected to FULLY complete and submit on time ALL classwork and homework assignments given by any Course Instructor, Supplemental Instructor, or Summer Bridge Coordinator. Assignments are not to be turned in incomplete or late. If you experience difficulty with an assignment, you need to communicate your concerns with the instructor and the Summer Bridge Coordinator PRIOR to the assignment's due date. The Summer Bridge Coordinator and UBMS staff will be monitoring all grades on Blackboard. Grades of B and above are expected of all participants at all times.

UBMS Summer Bridge courses are college-level courses which will transfer to your own institution if you earn a grade of C or above. Upon completion of the course, you should request that an official copy of your transcript be sent by CCCC to your postsecondary institution to transfer your credits.

Curriculum transcripts may be requested in person or online.

To request a transcript in person, please visit the Registrar's Office at 1105 Kelly Drive, Sanford, NC between the hours of 8am and 5pm Monday - Thursday or 8am and 3:30pm on Fridays. Summer hours may vary. In person requests will be charged a \$5.00 fee for each transcript requested. Please bring a picture ID when picking up your transcript.

To request a transcript online, please use the link below. A Student ID number is required for this service, not social security number. Online requests will be charged a \$3.75 fee for each transcript and must be paid with a debit/credit card. All online transcript fees are collected by a third party agency that provides the transcript management and certification system. Through this service, students can order:

- Paper Transcript sent via USPS first-class mail
- Electronic Transcript that is delivered to any valid email address as a secure PDF.

Please visit <http://www.cccc.edu/registrar/transcript/> for additional instructions.

Academic Honesty

Central Carolina Community College expects every student to be committed to honesty and academic integrity. To ensure that all students understand CCCC's expectations, specific examples of cheating and plagiarism, two common forms of dishonesty, are outlined below. The lists are representative, but not all inclusive of various types of academic dishonesty.

Cheating includes copying tests, assignments, projects, presentations, and similar work; submitting work that was previously submitted in another course or at another institution without instructor approval; changing grades without the instructor's knowledge; using unapproved sources (print, electronic, or web materials, etc.) during tests; receiving and giving assistance with tests or other assignments without instructor approval; and any action which misrepresents or defrauds.

Plagiarism includes representing others' work (papers, tests, assignments, projects, etc.) in any form, print, electronic, web, etc., as your own; not giving credit to work created or composed by another author (refer to The Publication Manual of the American Psychological Association, the MLA Handbook for Writers of Research Papers, or other approved style guide); or submitting a purchased paper, project, or presentation as your own original work.

Other academic honesty violations include allowing others to copy your work, providing your work to others for submission as their own, lying to improve your grade or others' grades, changing a graded work and submitting it for regrading, stealing or destroying others' work, collaborating on work without instructor approval, and impersonating another by taking their examination.

If a student commits an act of academic dishonesty, the consequences may include one or more of the following at the discretion of CCCC administrators: receive a zero grade on that assignment, receive an "F" in that course, and/or be suspended or expelled from the college.

Attitude/Professionalism

Participants are expected to treat all UBMS and CCCC instructors, staff, and students with respect at all times. The Summer Bridge Coordinator is your supervisor and first point of contact throughout the duration of the Summer Bridge Program, and should be respected as such. No disrespect will be tolerated at any time during the Summer Bridge Program.

Textbooks & Calculators

Textbooks and calculators, if needed, will be provided to you by the Upward Bound Math and Science program for each course in which you are enrolled. Textbooks and calculators must be returned to the program in their original condition at the conclusion of each course. If an item is not returned, the amount of its original purchase price will be deducted from your summer stipend.

Cultural Enrichment Trip

At the end of the Summer Bridge Program, you may have the opportunity to attend a Cultural Enrichment Trip. UBMS staff will review your attendance, grades, and attitude in the Summer Bridge Program to determine if you will have the opportunity to attend the trip. This trip is an incentive and a privilege, and your invitation to attend the trip must be earned.

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. Midriffs, halters, mesh or netted shirts, spaghetti straps, tube tops, sheer clothing or tops that are cut too low.
2. Short shorts, skirts, and/or dresses.
3. Sagging pants.
4. Exposed undergarments of any kind.
5. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.

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.

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

✓ Attendance, Participation, and Good Behavior: Week 1	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 2	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 3	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 4	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 5	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 6	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 7	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 8	\$20.00
✓ Attendance, Participation, and Good Behavior: Week 9	\$20.00

**Please note that an unexcused absence will result in loss of stipend for entire week.*

Total \$ 180.00

PLUS:

Value of 1 Course	\$300.00
Value of 2 Courses	\$600.00
Average Textbook Cost Per Book	\$250.00

