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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 six (6) U.S. Department of Education federally-funded TRiO Programs, including Student Support Services, Student Support Services - STEM & Health Sciences, Upward Bound-Harnett County, Upward Bound-Lee County, Upward Bound Math & Science, and Veterans Upward Bound.

UPWARD BOUND PROGRAMS

I. Program Description

Central Carolina Community College’s Upward Bound Programs serve high school students from Harnett and Lee County Schools with the goal of increasing the rate at which participants’ complete secondary education and enroll in and graduate from institutions of postsecondary education.

The Upward Bound Math and Science program has an additional focus on strengthening the math and science skills of participating students, with a goal of encouraging students to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

Services provided by the Upward Bound Programs include: academic assistance; college tours; SAT/ACT preparation and fee waivers; career exploration; summer residential programs at Campbell University; a summer internship program; assistance completing college admissions, financial aid, and scholarship applications; and the opportunity to take free college courses. Services are provided approximately once a month on Saturdays during the school year, and for six weeks during the summer. Once enrolled, students stay in the program until high school graduation. The program is offered at no cost to participants.

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
   UB 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
   UB 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 UB participants, who at the time of entrance into the project had and 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 UB 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
   Upward Bound Program 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

Ms. Ashley Tittemore
Executive Director, College Access Programs
tittemore@cccc.edu
(919) 718-7480

Mrs. Rebecca Lystash
Director, TRiO Upward Bound Programs
rlystash@cccc.edu
(919) 718-7209
Emergency Contact Number: (919) 356-0973

Ms. Renisha Harris
Program Coordinator, Lee County
rharris@cccc.edu
(919) 718-7434
Emergency Contact Number: (919) 670-5407

Ms. Rachel Piontak
College Advisor
rpiontak@cccc.edu
(919) 718-7494
Emergency Contact Number: (910) 355-5917

Mr. Walter Brown
Academic Coordinator
wbrown@cccc.edu
(919) 718-7577
Emergency Contact Number: (919)-270-8837

Mrs. Amber Lennon-Harmon
Program Assistant
aharmon@cccc.edu

Mrs. Karen Sides
Administrative Specialist
ksides@cccc.edu
(919) 718-7576
SUMMER STAFF

Ms. Lydia Shiel
Summer Internship Coordinator- Harnett County
lshiell@cccc.edu

Ms. Sunnie Kwak
Summer Internship Coordinator- Lee County
skwak@cccc.edu

GENERAL CONTACT INFORMATION

Mailing Address:
TRiO Upward Bound Programs
Central Carolina Community College
1105 Kelly Drive
Sanford, NC 27330

Phone: (919) 718-7576
Fax: (919) 718-7290

Email: ubms@cccc.edu or ub@cccc.edu
Website: http://www.cccc.edu/ubms or http://www.cccc.edu/ub
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 Program 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 18 – Friday, July 27, 2018  
Cultural Enrichment Trip: Monday, July 30 – Wednesday, August 1, 2018

HOURS
Students are expected to intern for 25 to 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 Programs 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 and host meeting with student to discuss evaluation form and provide feedback
2. Serve as a professional mentor to intern
3. Communicate regularly with intern and Upward Bound Program (via weekly timesheet) regarding expectations and performance
4. Communicate with Upward Bound 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 Programs 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 expected to meet with intern to review evaluation form and provide direct feedback. 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 ub@cccc.edu or ubms@cccc.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 Programs. Placement businesses and organizations are NOT expected to compensate interns for their time and effort.
## WEEKLY SCHEDULE

<table>
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<tr>
<th>Monday – Thursday</th>
<th>Complete Internship Hours</th>
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<tr>
<td><strong>Tuesday</strong></td>
<td>Internship &amp; College Application Prep Seminar (CCCC Lillington or CCCC Sanford)</td>
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<td>6 – 7:30 pm</td>
<td><em>REQUIRED</em></td>
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<td><strong>Tues, June 19</strong></td>
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<td><strong>Tues, June 26</strong></td>
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<td><strong>Mon, July 2</strong></td>
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<td><strong>Tues, July 10</strong></td>
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<td><strong>Tues, July 17</strong></td>
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<td><strong>Tues, July 24</strong></td>
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**NOTE: We will meet on Monday, July 2nd due to the holiday.**

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<tr>
<th>Friday</th>
<th><em>SUBMIT WEEKLY TIME SHEET</em></th>
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<td>College Tour or Community Service</td>
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<td>June 22: College Tour (Harnett and Lee)</td>
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<td>June 29: College Tour (Harnett), Community Service (Lee)</td>
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<td>July 13: College Tour (Lee), Community Service (Harnett)</td>
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<td>July 20: College Tour (Harnett and Lee)</td>
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<td>July 27: College Tour (Harnett and Lee)</td>
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<tr>
<th>Sunday</th>
<th><em>SUBMIT WEEKLY JOURNAL ENTRY</em></th>
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<td>(1 paragraph per day, or 1 page per week, double-spaced)</td>
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</table>
**SPECIAL EVENTS**

**Friday, June 22**
Lee County: Greensboro College
Harnett County: University of North Carolina at Wilmington

**Friday, June 29**
Lee County: Community Service Project
Harnett County: North Carolina Central University

**Wednesday July 4th– Friday, July 6th**

*HOLIDAY*

CCCC & UB will be closed

**Friday, July 13**
Lee County: University of North Carolina at Pembroke
Harnett County: Community Service Project

**Friday, July 20**
Lee County: North Carolina Central University
Harnett County: University of North Carolina at Pembroke

**Monday, July 30th – Wednesday, August 1st**

Cultural Enrichment Trip
Atlanta, GA

**Thursday, August 2**
Summer Celebration Banquet
6:00 – 8:00 pm
Campbell University

*Students are required to attend!*

*Parents are invited!*
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 Program 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 Programs 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 Programs.
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 Program students at all times, including at off-campus activities. Business casual dress is recommended for special events. Students may be denied admission to various functions if their manner of dress is inappropriate.

*Please speak with your internship supervisor prior to your start date about their expectations for your attire while working.*

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. Midrisfs, 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 Program Staff. Students who fail to abide by the dress code policy will be subject to disciplinary action.
DISCIPLINARY ACTION PROCEDURES

1st Minor Infraction: Staff provides verbal warning to student and documents incident for Director’s review.

2nd Minor Infraction: 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.

3rd Minor Infraction: 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.

Any Major Infraction: 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 Programs. If necessary, appropriate authorities will be notified.

ATTENDANCE AND PARTICIPATION POLICIES

The Upward Bound Programs 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 Upward Bound Programs staff of any expected absences or unexpected absences, such as illness or a family emergency, as soon as possible, keeping in mind that Upward Bound Programs 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 Upward Bound Programs 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

Youth 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. Youth 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

✓ $150 – Six (6) Weekly Time Sheets documenting 25-40 hours each week ($25 for each week) *(Time sheets must be complete and received by deadline to earn stipend)*

✓ $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 and received by deadline to earn stipend)*

✓ $90 – Attendance at Six (6) Weekly Internship & College Application Prep Seminars ($15 for each seminar)

✓ $25 – One (1) Site Visit - Student must coordinate with supervisor and Upward Bound Internship Coordinator to schedule at least one (1) site visit during the internship

✓ $50 – Reflection Paper *(To include A summary of what you learned about this profession, Likes, Dislikes, Education or Training Required, Attributes of a Successful Professional in the field, Future Plans related to this field; Must Include Cover Sheet with Name, Internship Placement, Supervisor Name, and Logo or Picture) (Papers must be at least 3 pages not including cover sheet, double-spaced to earn stipend)*

✓ $40 – Copy of Thank You card or letter sent to Internship Supervisor

✓ $15 – Three (3) Photographs ($5 for each photograph)

*Be sure to request permission before photographing anyone other than yourself*

✓ $20 – Evaluations (Self-Evaluation and Program Evaluation)
**INTERNSHIP DEADLINES**

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

**WEEKLY JOURNAL ENTRIES** are due by 11:59pm every SUNDAY via email to ub@cccc.edu or ubms@cccc.edu. Entries must be at least 1 page, double-spaced to earn stipend.

<table>
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<tr>
<th>Date</th>
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<tr>
<td>Friday 6/22/18</td>
<td><strong>Week 1 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 6/24/18</td>
<td><strong>Week 1 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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<tr>
<td>Friday 6/29/18</td>
<td><strong>Week 2 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 7/1/18</td>
<td><strong>Week 2 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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<td>Friday 7/6/18</td>
<td><strong>Week 3 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 7/8/18</td>
<td><strong>Week 3 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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<tr>
<td>Friday 7/13/18</td>
<td><strong>Week 4 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 7/15/18</td>
<td><strong>Week 4 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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<tr>
<td>Friday 7/20/18</td>
<td><strong>Week 5 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 7/22/18</td>
<td><strong>Week 5 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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<tr>
<td>Friday 7/27/18</td>
<td><strong>Week 6 Timesheet</strong> – signed by supervisor, due by 5:00 pm via fax or email</td>
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<tr>
<td>Sunday 7/29/18</td>
<td><strong>Week 6 Journal Entries</strong> – 1 paragraph per day or 1 page per week due via email</td>
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| Thursday 8/2/18| Internship Portfolio due via email to ub@cccc.edu or ubms@cccc.edu.  
- Reflection Paper – 3 pages, double-spaced  
- Photographs (3)  
- Copy of Thank You card or letter to supervisor  
- Internship Presentations at Celebration Banquet at Campbell University, 6 – 7:30 pm |
TIME SHEET

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

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

| Employee Name: | Company Name: |
| Company Name: | Supervisor Name: |
| Week of: | |

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<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hrs.</th>
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WEEKLY TOTALS:

Summary of Tasks Completed This Week:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Comments on Weekly Performance:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Student Signature: ___________________________ Date: __________

Supervisor Signature: _________________________ Date: __________

Please fax to the Upward Bound Programs at (919) 718-7290 by the close of business on Friday.
# Upward Bound Programs

## Summer Internship Site Visitation Form

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<th>STUDENT NAME:</th>
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<th>EMPLOYER/SITE:</th>
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<th>INTERNSHIP COORDINATOR:</th>
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## RATINGS

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<tr>
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<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Average</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
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<td>Attendance/Punctuality</td>
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<td>Professional Dress</td>
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**Comments**

**Overall Rating (average the rating numbers above)**

**VISITATION NOTES**

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