



## **2018-2019 Saturday Academy Instructor Handbook**

### **PRE-COLLEGIATE PROGRAMS**

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# **PRE-COLLEGIATE PROGRAMS STAFF LIST**

**Director, Upward Bound Napa and Sonoma County Programs .....Kerry Jo Bourns**

**Curriculum & Instruction Coordinator.....Amy Tompkins**

**Outreach Coordinator, UBSC.....Al'Lisha Farris**

**Outreach Advisor, UBMS.....Lucero Jimenez**

**Outreach Advisor, UBN.....Naib Tapia**

**Fiscal & Information Specialist.....Eshawn Zuniga**

**Program Assistant.....Rachel Bresnick**

**Program Assistant.....Zonia Diaz**

**Program Assistant.....Lucia Gutierrez**

**Program Assistant.....Gisell Perez**

**Program Assistant.....Belen Rodriquez**

**Program Assistant.....Myriah Solis**

**Program Assistant.....Maria Tah Pech**

**Program Assistant (Delivery).....Andres Guzman Curiel**

**Science Lab Technician.....Ricardo Hinostroza**

**Sonoma State University  
Pre-Collegiate Programs  
1801 E. Cotati Avenue, Rohnert Park, CA 94928-3609  
Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.  
Location: Building 49  
Phone: (707) 664-3273 FAX: (707) 664-2886**

**Sonoma State University  
Pre-Collegiate Programs  
2018-2019 Saturday Academy Instructor Handbook**

**Pre-Collegiate Programs (PCP)**

Pre-Collegiate Programs at Sonoma State University empowers students to access higher education by providing a spectrum of services that promote academic, social, and personal success.

Through a variety of academic and enrichment programs and services, PCP serves low-income and/or first-generation college-bound students from Sonoma, Napa, and Mendocino Counties. PCP prides itself on helping make the educational dreams of youth and their families come true!

**Saturday Academy Program**

The 2018-2019 Saturday Academy Program includes all Upward Bound Sonoma County, Upward Bound Math & Science, and Upward Bound North students. The goal of Saturday Academy is to provide students with exciting and innovative classes that both support and enhance regular school courses.

Along with academic classes, students attend several cultural/educational activities and field trips throughout the school year.

**Daily Schedule**

<b>Instructional Dates</b>	<b>Saturday Academy Class Schedule</b>	<b>Los Gallos Class Schedule 12/8 and 4/6</b>
September 29 October 6 October 20 October 27 November 3 December 1 December 8	Town Hall: 8:10 AM – 8:50 AM  1 <sup>st</sup> Period: 9:00 AM – 10:20 AM  2 <sup>nd</sup> Period: 10:30 AM – 11:50 AM	Town Hall: 8:10 AM – 9:00 AM  1 <sup>st</sup> Period: 9:10 AM – 10:25 AM  2 <sup>nd</sup> Period: 10:35 AM – 11:50 AM
January 26 February 2 February 23 March 2 March 9 March 30 April 6	Lunch: 11:55 AM – 12:45 PM  3 <sup>rd</sup> Period: 12:55 PM – 2:15 PM	3 <sup>rd</sup> Period: 12:00 PM – 1:15 PM  Los Gallos: 1:20 PM – 2:15 PM

**Compensation**

Instructors of PCP receive a stipend of \$40.00 per instructional hour for a total of \$160.00 per day for three class periods. Salary includes compensation for course preparation, grading, and attending monthly instructor meetings.

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Pay vouchers are submitted around the 20<sup>th</sup> of every month, and payment is distributed on the 15<sup>th</sup> of the following month. Taxes and other common deductions are taken from your pay, based on paperwork submitted by you to Employee Services.

**Expectations; Dress Code; Off-Campus Guests/Visitors**

The PCP staff has a high commitment to its students. It is our belief that a close relationship between instructors and students greatly contributes to the academic progress of the students. Therefore, we encourage open communication and active dialogue between instructors, students, and staff. However—**for staff and student safety**—instructors are not to visit students' homes or vice versa. Additionally, instructors are not to transport students in their vehicles or vice versa.

Because instructors are role-models for the students at all times, business casual is the dress code for instructors. In addition to following the student dress code on page 7, we request that instructors refrain from wearing sweatpants and flip-flops as well.

Instructors who wish to bring off-campus guests to the university, must obtain permission from Kerry Jo Bourns, Director of Upward Bound Napa and Sonoma County Programs, and complete the appropriate paperwork. Instructors should not bring children or pets to work with them unless they have received prior approval to do so.

**Instructor Absences**

Because of the limited number of instructional days, it is crucial to have a dependable faculty. However, should an emergency arise, please inform Kerry Jo Bourns at (707) 291-8323 or [kerry.bourns@sonoma.edu](mailto:kerry.bourns@sonoma.edu) as soon as possible so a substitute can be found. **All instructors are required to prepare and submit emergency substitute lesson plans by Saturday, September 22<sup>th</sup>, for this purpose.**

**Instructor Meetings**

Instructor meetings will occur during lunch in **Stevenson 2052**. This is a time to share feedback and to receive updates from PCP staff. Salary includes compensation for attending monthly instructor meetings.

These meetings are scheduled for the following dates: **October 20; November 3; December 1; January 26; February 23; March 9.**

**Rooms and Keys**

Every effort will be made to keep classes in the same room for the academic year. However, on occasion, some classes will have to move. Please be sure to check your email daily in case your room has been changed.

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All classrooms will be opened every morning by a PCP student assistant and locked every afternoon. If you have special needs and/or require the use of your classroom earlier or later than the normal time, please contact Kerry Jo Bourns at (707) 291-8323.

**Student Behavior**

No food, beverages, personal stereo players with headphones, or headwear (e.g., hats, hoods, do-rags, etc.) are allowed inside the classroom. Students are to be supervised at all times. Cell phones must be silent or off during class, unless teacher approves use for instructional purposes.

When a student is disruptive to the learning environment or to the SSU working environment, the supervising instructor should complete an **Incident Report** (sample included in packet and can be obtained online at [www.sonoma.edu/trio](http://www.sonoma.edu/trio) under the "Instructors (CURRENT)" tab.) The purpose of this report is to refer the student to appropriate counseling with outreach staff, as well as to prevent the behavior/problem from escalating. Please keep in mind that your partnership with the outreach staff is crucial. (Please see "Staff List" on page 1 for names and titles of PCP staff members.) In turn, they are available to assist instructors about any special needs and/or talents of their students.

If a student's behavior warrants immediate dismissal from the classroom, call Kerry Jo Bourns at (707) 291-8323, and a PCP mentor or staff member will come to escort that student from the classroom.

**Observation/Evaluation of Instruction**

PCP staff will visit and observe each class periodically throughout the school year. More formal evaluations will also be conducted by Amy Tompkins, Curriculum & Instruction Coordinator, using the Classroom Observation form (sample included on page 7). After each visit, the Curriculum & Instruction Coordinator will meet with the respective instructor to share feedback and discuss the observation and the course as a whole.

**Course Outlines**

Each instructor will develop and submit a course outline and companion lesson plans in order to teach the course and to evaluate students' progress in a named area of instruction. Developed lesson plans should contain clear course objectives, modes of instruction, equipment, and supplies. Please submit a copy of these course outlines to Amy Tompkins by **Tuesday, September 18<sup>th</sup>**. Copies will be kept on file in the PCP office. (If you have already submitted a detailed course outline(s) and lesson plans with your application, then we have a copy on file; you do not need to resubmit the materials.)

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**Requesting Copies and Other Supplies**

When you need large numbers of items photocopied (e.g. more than 40 copies of one sheet), please allow one week for your request to be processed. Email requests as attachments to Kerry Jo Bourns at [kerry.bourns@sonoma.edu](mailto:kerry.bourns@sonoma.edu), and include any special directions (e.g. 2-sided, collated, stapled). For small quantities (fewer than 40 copies of a single sheet), allow 24 hours for your requests to be processed. You can also leave copy and supply request forms inside your instructor folder.

Supplies must be requested at least one week in advance by submitting a Supply Request Form or by meeting with Kerry Jo Bourns. Include where the item(s) can be purchased and the approximate cost. Delay in requesting supplies limits what we can purchase.

**Please note** – Copy and Supply Request Forms can be completed online at [www.sonoma.edu/trio](http://www.sonoma.edu/trio) under the “Instructors (CURRENT)” tab and submitted to [kerry.bourns@sonoma.edu](mailto:kerry.bourns@sonoma.edu).

There is a \$50 reimbursement cap for each Saturday Academy instructor who chooses to purchase supplies. Please see the instructions regarding reimbursement for out-of-pocket expenses on our website: [www.sonoma.edu/trio](http://www.sonoma.edu/trio) under the “Instructors (CURRENT)” tab.

Reimbursement for any and all food items requires specific approval. Please do not purchase any food items prior to obtaining the approval from the Director of Academic Services.

\*\* Continued on Page 6\*\*

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**Attendance & Grading Policy**

PCP's Saturday and Summer/STEM Academy programs are designed to enrich our students' high school curriculum and help prepare them for college. In order to measure student progress, students receive a transcript at the end of each academy, for which they may earn 1-2 units of elective credit at their high schools.

All instructors are required to adhere to PCP's grading policy.

- A** Outstanding work
- B** Good work
- C** Average progress
- CR** Class grading option for CR/NC courses and for students who have passed the class and earned credit.
- NC** Student did not pass the class because of too many absences and/or low academic performance.

Attendance is integral to the program. Students with **more than three (3) excused or unexcused absences** receive a Credit or No Credit; they are not eligible for a letter grade. Please note the distinguishing criteria between a Credit and No Credit:

- **Credit** – Student has more than three (3) absences but satisfactorily completed missing assignments.
- **No Credit** – Low academic performance and/or student has more than three (3) absences and did not satisfactorily complete missing assignments.

**Please note: Upon the conclusion of each Saturday and Summer/STEM Academy program, PCP mails two distinct report cards, one to students/parents and the other to schools, if requested:**

- **Students/parents receive a report card of all marks earned: A, B, C, CR, and NC.**
- **Schools receive student report cards of passing letter grades only: A, B, and C.**

Grades must be submitted on the 2018-2019 Saturday Academy Grade Sheet (see sample on Page 14; hard copies are included in your instructor packet) and are due to Amy Tompkins one week after the conclusion of the academy: **Monday, April 15, 4:30 p.m.**

**Sonoma State University**  
**Pre-College Programs**  
**CLASSROOM OBSERVATION FORM**

Instructor \_\_\_\_\_

Date \_\_\_\_\_

Class & Period \_\_\_\_\_

Number of Students \_\_\_\_\_

Please rank the following categories on a 1-5 scale.

1 = INEFFECTIVE

2 = SOMEWHAT INEFFECTIVE

3 = MODERATELY EFFECTIVE

4 = EFFECTIVE

5 = VERY EFFECTIVE

N/A = DOES NOT APPLY

**AREA 1: CLASSROOM MANAGEMENT**

\_\_\_\_\_ Organizes and manages classroom activities efficiently and productively

\_\_\_\_\_ Maintains a high level of student time-on-task

\_\_\_\_\_ Frequently monitors behavior of all students in class

**AREA 2: SUBJECT MATTER**

\_\_\_\_\_ Demonstrates mastery of the subject matter being taught

\_\_\_\_\_ Explains class goals and objectives clearly

\_\_\_\_\_ Presents course information clearly

\_\_\_\_\_ Provides appropriate practice to attain objectives

**AREA 3: LEARNING ENVIRONMENT**

\_\_\_\_\_ Provides in-class opportunities for students to communicate questions, ideas & experience

\_\_\_\_\_ Creates a stimulating and challenging learning environment

\_\_\_\_\_ Shows respect for different viewpoints

\_\_\_\_\_ Helps students organize materials &/or activities for themselves, fostering independence

\_\_\_\_\_ Encourages communication and *active* learning, engaging all students in class activities

**AREA 4: DIVERSITY AND MULTICULTURALISM**

\_\_\_\_\_ Shows evidence of good rapport with all students

\_\_\_\_\_ Shows sensitivity to diverse types of students and their needs and abilities

**AREA 5: STRATEGIES AND MATERIALS**

\_\_\_\_\_ Employs texts and materials which are well-suited to the nature and goals of the course

\_\_\_\_\_ Uses texts and materials effectively

\_\_\_\_\_ Uses a variety of instructional strategies, appealing to different learning styles

**AREA 6: FACILITATING INSTRUCTION**

\_\_\_\_\_ Has an instructional plan which is compatible with the UB goals & state standards

\_\_\_\_\_ Interacts effectively with students, staff, co-workers, parents, and community

\_\_\_\_\_ Performs assigned tasks responsibly, promptly, and with good judgment

( See reverse side for additional notes or narrative comments about the classroom observation.)

Please sign below to indicate that you have reviewed this observation form together.

Observer's Signature: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_



**Sonoma State University**  
**Pre-Collegiate Programs**  
**GENERAL STUDENT EXPECTATIONS**

Students will be expected to abide by the following rules:

1. Follow all program schedules, attend class on time and stay in assigned areas until the designated end of each event/day.
2. Show respect to all students, program staff, and other campus personnel.
3. Follow program rules en route to and from program events and on field trips.
4. Notify staff of any late arrival or early departure from program events by signing in or out in the program's main office with parent/guardian.
5. Eat balanced meals while attending program events.
6. Obtain permission from program staff to use elevators; otherwise, please take the stairs.
7. Turn off cell phones before Town Hall and during class instruction. They may be used during lunch or for emergency purposes only, with staff consent.
8. No radios, iPods, or hand held games, or other electronic devices are to be used during class without instructor approval. Upon the first violation of this policy, students will receive a warning and be asked to put the item(s) away. Upon a second violation, the item(s) will be confiscated. Parents will be required to come to the Upward Bound office to retrieve the item(s); the items will not be returned to the student. Upward Bound Programs will not be held responsible for any lost or broken items.
9. Adhere to the following dress code:
  - a. Full shirts (**no** halter tops, cut up shirts, spaghetti straps, showing of navel, cleavage, or see-through shirts)
  - b. Pants or shorts/skirts (shorts and skirts are to be no shorter than two inches above the knee). At no time should any undergarments be visible. No ripped jeans exposing flesh above the knee.
  - c. No pajama attire (tops nor bottoms)
10. No overt displays of affection, including hugging or hand holding, or any sexual actions/notations made during program events. Inappropriate sexual contact will result in an immediate formal conference with program staff and parents/guardians, which may lead to program expulsion.

**Sonoma State University  
Pre-Collegiate Programs  
GENERAL STUDENT EXPECTATIONS**

11. Upward Bound Zero Tolerance Policy:
  - a. Drugs and alcohol – Anyone in possession of any illegal substance, including tobacco products, within the Upward Bound Programs will be immediately expelled from the program. Drug and/or alcohol paraphernalia will be confiscated; students caught wearing clothing promoting drug and/or alcohol use will be provided with “program clothing.”
  - b. Gang-related activity
12. Leave fireworks at home; they are prohibited at Upward Bound Programs’ events.
13. Bring all prescription medication to the Upward Bound Programs’ office for safe-keeping and administration. Student prescription medication brought to campus must be approved by Upward Bound, recorded in the student’s permanent file, and accompanied with a doctor’s note. A note from a parent/guardian is necessary for non-prescription medication. Verbal authorization is required when a signature is not available (e.g., student field trips).
14. Follow the law and Sonoma State University rules: no gambling, stealing, or pets permitted on campus.
15. Respect everyone connected to Upward Bound Programs, Sonoma State University, and affiliated programs and services. Physical violence/verbal abuse towards others will result in immediate expulsion from the program.
16. For any disciplinary action that requires a student to be sent home, **the parent(s) or guardian(s) will be contacted and requested to pick up the student immediately at their expense.** An incident report will be filed, which may lead to expulsion.

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**Sonoma State University  
Pre-Collegiate Programs**

**INCIDENT REPORT**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Period: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Program:             Saturday Academy             Summer Academy

Incident Reported to: \_\_\_\_\_

Describe Incident: \_\_\_\_\_

\_\_\_\_\_

Steps Taken to De-escalate Incident: \_\_\_\_\_

\_\_\_\_\_

Person Reporting Incident: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Number of Person Reporting Incident: \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only Below This Line**

Follow-Up Summary: \_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Notified: Parent: \_\_\_\_\_ PCP Staff: \_\_\_\_\_

Yes     No     N/A

Yes     No     N/A

\_\_\_\_\_  
Director, Pre-Collegiate Programs

\_\_\_\_\_  
Date



6. Please comment on the frequency and content of the instructor meetings. Do you have suggested topics for those meetings in the future?
  
7. How can the PCP staff better assist you in accomplishing your course goals & objectives in the future?
  
8. What aspects of the Saturday Academy program did you particularly enjoy this school year?
  
9. Are you interested in teaching with Pre-Collegiate Programs this coming summer or next year?
  
10. If so, what courses would you like to teach? (Our core curriculum includes the following high school courses: math through pre-calculus, laboratory science, composition, literature, study skills, college preparatory skills, SAT/ACT preparation.)
  
11. Are there any Summer Academy themes you would like to suggest (must be math & science related)?
  
12. Are there any career presentations, guest speakers, or community service projects you would propose for our students in the future?
  
13. Any other comments or suggestions?

**Sonoma State University**  
**Pre-Collegiate Programs**  
**COURSE/WORKSHOP EVALUATION**

**Course/Workshop Title:** \_\_\_\_\_

**Name of Instructor/Presenter(s):** \_\_\_\_\_

Please rate the course or workshop in each of the areas below using the following scale:

A = I learned a lot and felt consistently engaged

B = I learned some new material/skills and felt engaged most of the time

C = I learned some new material/skills and felt engaged 50% of the time

D = I learned few new skills/material and rarely felt engaged

NC = I learned no new material/skills and did not feel engaged

**THE COURSE OR WORKSHOP**

\_\_\_\_\_ Presented interesting/relevant content. (I liked this class/workshop.)

\_\_\_\_\_ Covered the right amount of material/information (**If not, circle one:** too long or too short)

\_\_\_\_\_ Taught me new concepts and skills

\_\_\_\_\_ Will help me in school this year

\_\_\_\_\_ Should be offered/would recommend to other students

**THE INSTRUCTOR OR PRESENTER:**

\_\_\_\_\_ Had all supplies and materials ready before they were used

\_\_\_\_\_ Showed interest in students as individuals

\_\_\_\_\_ Went at the right pace (**If not, circle one:** too fast or too slow)

\_\_\_\_\_ Encouraged respect, positive interactions, and communication among all students

\_\_\_\_\_ Promoted active learning, so that students learned by doing

\_\_\_\_\_ Welcomed & responded positively to students' past learning, questions, & concerns

\_\_\_\_\_ Encouraged me to think critically or creatively and to problem-solve

\_\_\_\_\_ Expressed enthusiasm for teaching and learning

\_\_\_\_\_ Respected cultural diversity

\_\_\_\_\_ **OVERALL GRADE FOR THIS COURSE OR WORKSHOP**

**Please list 3 things you learned in this class/workshop:**

- 1.
- 2.
- 3.

**What was your favorite aspect/activity of this class or workshop?**

**If you could change one thing about the content of this class or workshop, what would it be?**

**Do you have any other comments for the instructor/staff about how we can improve for next time?**

# Saturday Academy 2018-2019

<b>Instructor:</b>	<b>Subject:</b>	<b>Period:</b>
--------------------	-----------------	----------------

	Students	Sept		Oct		Nov		Dec		Jan		Feb		March		Apr	Final Grade	Comments
		29	6	20	27	3	1	8	26	2	23	2	9	30	6			
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		

**Comments:**

1 = outstanding academic performance; 2 = good academic performance; 3 = poor academic performance; 4 = demonstrates consistent effort or focus; 5 = has a positive attitude/influence in class; 6 = participates actively in class; 7 = uses time productively; 8 = shows marked improvement; 9 = struggles to understand/needs tutorial support; 10 = lacks consistent effort and/or focus; 11 = needs to participate more actively in class; 12 = needs to improve communication/collaboration skills; 13 = often disrupts the classroom learning environment; 14 = incomplete assignments; 15 = assignments not submitted; 16 = poor attendance

# PRE-COLLEGIATE PROGRAMS COPY REQUEST FORM

Name of Instructor: \_\_\_\_\_

Class Name and Section: \_\_\_\_\_

Number of Originals: \_\_\_\_\_ Number of copies needed: \_\_\_\_\_

Circle all that apply:      Single-Sided      Double-Sided  
   Stapled      Hole-Punched  
   Other \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Needed: \_\_\_\_\_

**Program:**

Summer Academy       Saturday Academy

Pre-Collegiate Programs -- FAX: (707) 664-2886



# PRE-COLLEGIATE PROGRAMS SUPPLY REQUEST FORM

Requester: \_\_\_\_\_

Name of Item: \_\_\_\_\_

Purpose: \_\_\_\_\_

Where can this item be purchased? \_\_\_\_\_

Color (if applicable): \_\_\_\_\_ Quantity: \_\_\_\_\_

Estimated Price: \$ \_\_\_\_\_ Date Needed: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Program:**

Summer Academy

Saturday Academy

Pre-Collegiate Programs FAX: (707) 664-2886

## SATURDAY ACADEMY INSTRUCTORS FAQS

### 1. What is Saturday Academy?

Saturday Academy is an academic enrichment program for students (grades 9-12) enrolled in the Upward Bound programs at Sonoma State University. Saturday Academy provides students with enrichment classes and targeted tutorial assistance to enhance and support their regular school courses.

### 2. What is my pay rate?

The instructors' pay rate is \$40 per instructional hour, and instructors teach a minimum of two (2) periods per day. The salary includes compensation for class preparation and attendance at all instructor meetings.

### 3. How many students do I have per class?

Every effort is made to cap student enrollment at 20 students per class. However, some tutorial or advanced courses may have fewer students and high-demand courses may have more students.

### 4. When and where do I obtain my copies and supplies?

Instructor copy and supply requests submitted by **Friday, September 21<sup>st</sup>**, will be available by the first Saturday Academy date, **September 29<sup>th</sup>**. The Copy Request Form and Supply Request Form can be found on the website: [www.sonoma.edu/trio](http://www.sonoma.edu/trio) under the "Instructors (CURRENT)" tab.

### 5. Can I purchase my own classroom supplies?

Yes. There is a \$50 reimbursement cap for Saturday Academy instructors. Please see the instructions regarding reimbursement for out-of-pocket expenses on our website: [www.sonoma.edu/trio](http://www.sonoma.edu/trio) under the "Instructors (CURRENT)" tab.

**NOTE: Original receipts must be attached.**

### 6. Where is my classroom?

Class schedules are provided at the Instructor Orientation; they are updated and redistributed if/when any classroom changes occur. Because several on/off-campus groups compete for classroom use throughout the year, classroom assignments may change. Please check your email daily in case your room has been changed. In advance—thank you for your flexibility!

### 7. Do I have access to SSU's library?

Yes, all instructors have access to the Schulz Library. Instructors receive a staff identification card which allows you to obtain a library card with full staff privileges.

### 8. Do I have access to technology equipment?

Yes, please notify Kerry Jo Bourns, at (707) 664-3017 or via email [kerry.bourns@sonoma.edu](mailto:kerry.bourns@sonoma.edu) of the specific items you need at least **48 hours in advance or the Thursday prior to each Saturday Academy** to secure the requested technology/media equipment.

**9. Where do we park and who pays for it?**

Instructors are responsible for purchasing their own parking permits: **\$5.00** for a non-reserved daily pass; **\$8.00** for a reserved daily pass. (See campus map for non-reserved and reserved lot locations.)

**10. Do I have access to a computer lab?**

Yes, a computer lab is available to all instructors. Please contact Amy Tompkins to reserve computer labs.

**11. Are students allowed to eat inside the classroom?**

No.

**12. Are the instructors required to attend Town Hall Meetings?**

No, but attending Town Meetings provides instructors with a different interaction outside of the classroom with their students. It's also a time for instructors to get program updates and announcements as well as to enjoy a variety of guest presentations.

**13. How much homework should I assign per night?**

No homework should be assigned, though students may be offered a little extra credit for completing extra work outside of class. All regular coursework should be completed in class.

**14. Are there instructor meetings?**

Yes, instructor meetings will be held during lunch on the following Saturdays:  
**10/20, 11/3, 12/1; 1/26, 2/23, and 3/9.**

**15. Please explain/clarify staff roles so I know whom to contact for questions:**

- **Kerry Jo Bourns, Director, Upward Bound Napa and Sonoma County Programs:** supervision of instructional staff, student discipline/concerns, pay issues, copy/supply requests, classroom/logistics issues, computer lab assignments, absences, mentor roles and responsibilities, PCP's web page and on-line needs, general procedural questions, and overall programmatic concerns.
- **Amy Tompkins, Curriculum & Instruction Coordinator:** course descriptions and outlines, lesson plans, instructor observations and evaluations, student assessments and awards, course grading, and all other curricular questions/needs.

## Quick Reference Phone List

<b>Pre-Collegiate Programs</b>	
<b>Name</b>	<b>Phone Number</b>
PCP Main Office Line	664-3273    fax: 664-2886
Kerry Jo Bourns, Director Upward Bound Napa and Sonoma County	664-3017 or 291-8323
Amy Tompkins Curriculum & Instruction Coordinator	664-3909
<b>Other Useful SSU Contacts</b>	
Customer Services (M-F)	664-2308
Information Technology (M-F)	664-4357
Schulz Library Circulation Desk	664-2375
SSU Police and Parking Services	664-4444
SSU Emergency	911
SSU General Information (M-F)	664-2880