



Sonoma State University

PRECOLLEGE PROGRAMS

2018 Summer Instructor Handbook

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**UPWARD BOUND PROGRAMS
STAFF LIST**

Director, Upward Bound Programs.....Gerald L. Jones

Director, Academic Services.....Kerry Jo Bourns
Director, Upward Bound Piner and Upward Bound Fort Bragg

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.....Ashley Dates

Program Assistant.....Zonia Diaz

Program Assistant.....Cecilia Guzman

Program Assistant.....Belen Rodriquez

Program Assistant (Delivery).....Enrique Acosta

Science Lab Technician.....Ricardo Hinostroza

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PreCollege Programs (PCP)

PreCollege Programs at Sonoma State University empowers students to access higher education by providing a spectrum of services promoting 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 in Sonoma, Napa, and Mendocino Counties.

PCP prides itself on helping to make the educational dreams of youth and their families come true!

6-Week Summer/STEM Academy Program: June 11th–July 19th, M – TH

The 2018 Summer/STEM Academy Program includes Upward Bound Sonoma County (UBSC), Upward Bound Math & Science (UBMS), Upward Bound North (UBN), and Upward Bound Piner (UBP) students (grades 9-12). Summer/STEM Academy provides students with rigorous yet innovative classes that prepare them for the coming school year.

Along with academic classes, students participate in a traveling residential experience and attend several cultural/educational activities and field trips throughout the summer.

Daily Schedule

2018 Summer/STEM Academy	
Monday, Tuesday, Wednesday	Los Gallos Thursday
Town Hall: 8:10 AM – 9:00 AM	Town Hall: 8:10 AM – 9:00 AM
1 st Period: 9:10 AM – 10:10 AM	1 st Period: 9:10 AM – 10:10 AM
2 nd Period: 10:20 AM – 11:20 AM	2 nd Period: 10:20 AM – 11:20 AM
Lunch: 11:25 AM – 12:10 PM	3 rd Period: 11:30 AM – 12:30 PM
3 rd Period: 12:20- PM – 1:20 PM	Lunch: 12:35 PM – 1:20 PM

Compensation

PCP instructors receive a stipend of \$40.00 per period for a total of \$80.00-\$120.00 per day. Salary includes compensation for course preparation and attendance at all instructor meetings.

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

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Expectations/Dress Code

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 10 (no hats, spaghetti straps, short skirts/dresses/shorts, or leggings without cover), we request that instructors refrain from wearing sweatpants and flip-flops. Please set all social media accounts to private as well.

Guests/Volunteers/Visitors

Instructors who wish to bring off-campus guests to the university must obtain permission from Kerry Jo Bourns, Director of Academic Services, and complete the appropriate paperwork **prior** to the scheduled visitor date(s). 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. If you are feeling sick or in the event of an emergency, please notify Kerry Jo Bourns, Director, Academic Services at **707-291-8323** or kerry.bourns@sonoma.edu as soon as possible so that she can make contingency plans and secure a substitute, if needed. All instructors are required to prepare and submit easy-to-administer substitute lesson plans for this purpose. Substitute lesson plans are due to Kerry Jo Bourns on **Monday, June 4, 2018**.

Instructor Meetings

Instructor meetings will occur once per week during lunch in **Stevenson 2091**. This is a time to share feedback and to receive updates from PCP staff. Salary includes compensation for attending weekly instructor meetings. These meetings are scheduled for the following dates: **June 12; June 19; June 26; July 10; July 17**.

Rooms and Keys

Every effort will be made to keep classes in the same room for the summer. However, on occasion, some classes will have to move. Please be sure to check your email **daily** in case your room has been changed. All classrooms will be opened every morning by a PCP 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.**

PRECOLLEGE PROGRAMS

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Student Behavior

No food, beverages, personal stereo players with headphones, or headwear (e.g., hats, do-rags, etc.) are allowed inside the classroom. Cell phones must be on silent or off during class. Students are to remain in class, supervised at all times. Please do not dismiss students early, even for lunch or at the end of the day.

When a student is disruptive to the learning environment or to the SSU working environment, the supervising instructor should complete an **Incident Report** (hard copies are provided inside your instructor packet and forms can be obtained online at www.sonoma.edu/trio--from the homepage, click on Instructors (CURRENT). The purpose of this report is to refer the student to the appropriate staff member for counseling, as well as to prevent the behavior/problem from escalating. Please keep in mind that your partnership with the PCP staff is crucial. In turn, staff members are available to assist instructors with regard to any special needs and/or talents of their students.

If a student's behavior warrants immediate dismissal from the classroom, please fill out an Incident Report and call Kerry Jo Bourns, Director, Academic Services, at **707-291-8323**; a PCP mentor or staff member will come to pick up the incident report and escort that student from the classroom.

Pre/Post Assessments

Pre- and post-assessments must be given to all students. Each instructor should create and submit a pre- and post-assessment to measure what students have gained or learned in each course taught. Pre/Post-assessments are due to Amy Tompkins, Curriculum & Instruction Coordinator (amy.tompkins@sonoma.edu), on **Monday, June 4, 2018**.

Course Outlines

Each instructor will develop and submit a course outline and companion lesson plans in order to teach the course and 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 **Monday, June 4th**. Copies are kept on file in the PCP office.

Observation/Evaluation of Instruction

PCP staff will visit and observe each class periodically throughout the summer. More formal evaluations will also be conducted by Amy Tompkins, Curriculum & Instruction Coordinator, using the Classroom Observation form (sample form included on Page 8). After each visit, Ms. Tompkins will meet with the respective instructor to share feedback and discuss the observation.

PRECOLLEGE PROGRAMS

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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 48 hours for your request to be processed.*** Email requests as attachments to kerry.bourns@sonoma.edu and include any special directions (e.g., 2-sided, collated, stapled). For small quantities (less 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 the Director of Academic Services, 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 are available on our website at www.sonoma.edu/trio (under the Instructors (CURRENT) link) and hard copies are provided inside your instructor folders.

There is a \$50 reimbursement cap per instructor (not class) for Summer/STEM Academy. Please see the instructions regarding reimbursement for out-of-pocket expenses on our website: <http://www.sonoma.edu/trio>. Complete and sign the form and turn it in to Kerry Jo Bourns. **Original** receipts must be attached.

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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 Summer/STEM Academy Grade Sheet (see sample on Page 15; hard copies are included in your instructor packet) and are due to Amy Tompkins one week after the conclusion of the academy: **Thursday, July 26, 4:30 p.m.**

Sonoma State University
PreCollege Programs
CLASSROOM OBSERVATION

Instructor _____
Class & Period _____

Date _____
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/O = NOT OBSERVED

AREA 1: CLASSROOM MANAGEMENT

- _____ Organizes and manages classroom activities efficiently and productively
- _____ Maintains a high level of student time-on-task throughout class
- _____ 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 PCP goals & state standards
 - _____ Interacts effectively with students, staff, co-workers, parents, and campus 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
PRECOLLEGE 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. No bullying. Mistreating and/or targeting others (verbal or physical) will result in **the immediate dismissal from the program.**
4. Follow program rules en route to and from program events and on field trips.
5. Notify staff of any late arrival or early departure from program events by providing a parent note and signing in/out in the program's main office with a parent/guardian.
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.
 - ❖ First violation of this policy, students will receive a warning and be asked to put the item(s) away.
 - ❖ 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.
8. No overt displays of affection, including hugging or hand holding, or any sexual actions/notations will be allowed 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.
9. Bring all prescription medication to the Upward Bound Programs' office for safe-keeping and administration. Student prescription medication brought on to campus must be approved by Upward Bound staff, 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., field trips).
10. Follow the law and Sonoma State University rules: no gambling, stealing, fireworks, or pets permitted on campus.

11. Adhere to the following dress code (students not meeting dress code expectations will be provided “program clothing” for the day):
 - ❖ Full shirts (**no** halter tops, cut up shirts, spaghetti straps, see-through shirts, or showing of navel or cleavage)
 - ❖ Pants, shorts/skirts or dresses (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.
 - ❖ Leggings must be worn with some other type of attire (e.g., shorts, skirts, or dresses).
 - ❖ Clothing with inappropriate logos, words, or images is strictly prohibited.
 - ❖ No pajamas or other sleep attire (tops or bottoms)
 - ❖ No hats, hoods, headscarves, or any other headwear are to be worn inside buildings.

12. Upward Bound maintains a Zero Tolerance Policy for:
 - ❖ Drugs and alcohol – Anyone in possession of any illegal substance, including tobacco products, while at any Upward Bound or Sonoma State University sponsored events/activities (e.g. Saturday/Summer Academy, field trips, college tours, etc.) **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.”
 - ❖ Gang-related activity
 - ❖ Weapons of any sort
 - ❖ Bullying

13. Respect everyone connected to Upward Bound Programs, Sonoma State University, and affiliated programs and services. Physical violence/verbal abuse/intentional property damage will result in immediate expulsion from the program.

14. 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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Appeal Process

Any consequences received from violating any of the above Upward Bound/University rules, including program expulsion, may be appealed within seven (7) days in writing to Gerald L. Jones, Director, Upward Bound Programs. Program reinstatement is at the sole discretion of the Director of Upward Bound Programs.

Sonoma State University
PreCollege Programs
INCIDENT REPORT FORM

Reporting Instructor Name: _____

Student Name: _____ Date: _____

Period: _____ Location of Incident: _____

Program:

Saturday Academy

Summer/STEM 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

7. Please comment on your summer schedule (the number and length of classes, your daily schedule, and the program schedule.)

8. Please comment on the frequency and content of the instructor meetings. Do you have suggested topics or changes for those meetings in the future?

9. How can the PreCollege Programs staff better assist you in accomplishing your course goals & objectives in the future?

10. What aspects of the Summer/STEM Academy did you particularly enjoy this summer?

11. Are you interested in teaching with PreCollege Programs during this coming school year or next summer?

12. If so, what courses or workshops would you like to teach? (Our core curriculum includes the following high school courses: math through pre-calculus, laboratory science, composition, literature, foreign language, study skills, college preparatory skills, SAT/ACT preparation, computer technology, and personal finance.)

13. Are there any career presentations, guest speakers, or community service projects you would propose for our students in the future?

14. Any other comments or suggestions?

Sonoma State University
Pre-College 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/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 other comments for the instructor or staff about how we can improve for next time?

2018 Summer/STEM Academy

Instructor:	Subject:	Period:
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Students	June														July										Pre Test	Post Test	Final Grade	Comments
	11	12	13	14	18	19	20	21	25	26	27	28	2	3	4	5	9	10	11	12	16	17	18	19				
1																												
2																												
3																												
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Comments: 1 = outstanding academic performance; 2 = good academic performance; 3 = poor academic performance; 4 = demonstrates consistent effort and/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 disruptive to the classroom learning environment; 14 = incomplete assignments; 15 = assignments not submitted; 16 = poor attendance

PRECOLLEGE 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:

Saturday Academy Summer/STEM Academy

PreCollege Programs FAX: (707) 664-2886

PRECOLLEGE PROGRAMS SUPPLY REQUEST FORM

Requester: _____

Name of Item: _____

Purpose: _____

Where can this item be purchased? _____

Color (if applicable): _____ Quantity: _____

Estimated Price: \$ _____ Date Needed: ____/____/____

Program:

Saturday Academy

Summer/STEM Academy

PreCollege Programs FAX: (707) 664-2886

2018 SUMMER/STEM ACADEMY INSTRUCTOR FAQs

1. What is 2018 Summer/STEM Academy (June 11 – July 19, 2018)?

For summer 2018, we are combining our Summer and STEM Academies.

The Summer/STEM Academy is a six-week summer enrichment program for high school students (grades 9-12) enrolled in the Upward Bound Sonoma County, Upward Bound Math and Science, Upward Bound North, and Upward Bound Piner programs at Sonoma State University. Summer/STEM Academy provides students with rigorous yet exciting and innovative classes that prepare them for the coming school year. Along with their academic classes, students will attend several cultural/educational events and field trips related to the summer theme.

2. How many students do instructors have per class?

Every effort is made to cap student enrollment at 20 students per class. However, some specialized courses may have fewer students, and high-demand courses may have more students. Class rosters will be available one week before the summer programs begin.

3. When and where do I obtain my copies and supplies?

Instructor copy and supply requests submitted by **Tuesday, May 29, 2018**, will be available on or before the first day of the Summer/STEM Academy, **June 11, 2018**. The earlier instructors request copies and supplies, the sooner we can provide them. The Copy Request Form and the Supply Request Form can be found on the website: <http://www.sonoma.edu/trio> under the Instructors (CURRENT) tab.

4. May I purchase my own classroom supplies?

Yes. There is a \$50 reimbursement cap for Summer/STEM Academy instructors. Please see the instructions regarding reimbursement for out-of-pocket expenses on our website:

<http://www.sonoma.edu/trio> under the Instructors (CURRENT) tab. **Original receipts must be attached.**

5. 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, instructors sometimes do not have the same classrooms for the entire program. Please check your email and instructor folder daily in case your room has been changed. In advance—thank you for your flexibility!

6. Do instructors have access to SSU's library?

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

7. Do instructors have access to technology equipment?

Yes, please notify the Academic Services Director, Ms. Kerry Jo Bourns, via email kerry.bourns@sonoma.edu of the specific items you need at least **48 hours in advance** to secure the requested technology and media equipment for you. All instructors should obtain an SSU computer login and passcode from IT services located in Schulz 1000.

8. Where do instructors park, and who pays for parking?

Instructors are responsible for purchasing their own parking permit: **\$5.00** for a daily pass (which is valid only in non-reserved parking lots) or **\$63.00** for a non-reserved summer pass. Residential Housing (RH) is available as non-reserved parking during the summer. **Parking is enforced 24/7; all handicapped and timed zones are enforced 24 hours daily.**

9. Do instructors have access to a computer lab?

Yes, computer labs are available to all instructors. Please contact Kerry Jo Bourns, Director of Academic Services, to reserve specific days and times.

10. Are the instructors required to attend the Town Meetings?

No, but attending Town Meetings provides instructors with a different interaction/experience 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.

11. Do the instructors accompany students on their Friday fieldtrips?

No. Student fieldtrips are chaperoned by PCP Outreach staff and/or academic mentors.

12. How much homework should I assign per night?

No more than ½ hour per class of homework should be assigned (15-20 minutes preferably). Students should do the vast majority of their work **in class**.

13. Please explain/clarify PreCollege Programs' staff roles:

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

Quick Reference Phone Numbers

Upward Bound Contacts	
Name	Phone Number
Kerry Jo Bourns, Director Academic Services	Office: 664-3017 Cell: 291-8323
Amy Tompkins, Curriculum & Instruction Coordinator	Office: 664-3909 Cell: 889-1276
Gerald L. Jones, Director Upward Bound Programs	Office: 664-4201 Cell: 548-2805
PCP Main Office Line	Office: 664-3273 Fax: 664-2886
Other Useful SSU Contacts	
Seawolf Services	664-2308
Information Technology	664-4357
Schulz Library Circulation Desk	664-2375
SSU Police and Parking Services	664-4444
SSU General Information	664-2880
SSU Emergency	911