

## **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](mailto: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.