



**2009-2010**

## **Student Handbook**

Missouri State University  
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Springfield, MO 65897  
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***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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Dear Missouri State University TRIO Upward Bound Student:

**WELCOME TO THE TRIO UPWARD BOUND PROGRAM!**

The Upward Bound (UB) staff and I are excited you choose to be in this Program! We work hard to provide excellent services to our students (you) and we are glad to have the opportunity to help you realize your educational goals!

The most important thing you can do to help us is to stay in contact with us. If you need assistance –pick up the phone, send us an e-mail, come to an after-school session or stop by our office– let us know how we can help you. That’s why we’re here!

One thing that the staff and I have noticed since we have been involved with TRIO is that it is full of kind, wonderful, and caring individuals. They enjoy succeeding and they like watching other TRIO friends succeed, too. I’m glad you get to be a part of this very supportive community of people.

This handbook was created so you can have an easy reference guide to UB. Please take some time to look it over and become familiar with our policies. On the next page is a list of UB contact information. Keep it handy!

If you have any questions or concerns, please do not hesitate to contact any of us.

We’re looking forward to working with you!

Sincerely,

A handwritten signature in cursive script that reads "Susan K. Koepke". The signature is written in black ink on a light-colored background.

Susan Koepke  
Director of TRIO Program Administration

## HOURS OF OPERATION

Academic year: Monday-Friday 8 AM-5 PM  
Summer Session: Monday-Friday 8 AM-5 PM

Note: Evening appointments are available upon request.

\*\* Missouri State University observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Spring Holiday
- Memorial Day
- Independence Day (the Fourth of July)
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day

\*\*The office is also closed when the University closes during the holiday break (usually for 10 days; a couple of days before December 25 until January 2). Check with the UB office each fall for specific dates.

## CONTACT INFORMATION

TRIO Upward Bound Program  
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901 South National Avenue  
Springfield, MO 65897

Telephone: (417) 836-3117 (417) 689-4324 Fax: (417) 836-6106

Email: [upwardbound@missouristate.edu](mailto:upwardbound@missouristate.edu); Website: [www.missouristate.edu/upwardbound](http://www.missouristate.edu/upwardbound)

## HISTORY OF TRIO UPWARD BOUND

Upward Bound is part of TRIO, a collection of seven (7) educational opportunity programs funded by the U.S. Department of Education. The initial, four-year Upward Bound grant came to Missouri State University in September of 2003. This Program is funded to serve 50 students in three area high schools: Central, Hillcrest, and Parkview.

The other TRIO programs include: Upward Bound Math & Science (UBMS) and Veterans Upward Bound (VUB) –the UBMS program focuses on Math and Science and the VUB is for Veterans; Student Support Services (SSS) –assists first-generation, low income and/or disabled students gain skills necessary to persist through college; Talent Search –provides college preparation information to students in grades 6-12; Educational Opportunity Centers –provides school

re-entry assistance to students who have dropped out; and McNair Scholars Program –provides assistance to college students planning to attend graduate school. There is also a TRIO SSS program at Missouri State University, which shares office space with the Upward Bound.

You can find more information about the TRIO programs at the Council for Opportunity in Education and/or U.S. Department of Education websites, [www.coenet.us](http://www.coenet.us) and/or [www.ed.gov](http://www.ed.gov), respectively.



## GENERAL INFORMATION

### Academic Dishonesty Policy

Any Academic Dishonesty (cheating) will result in termination from the UB Program. The term “cheating” includes, but is not limited to, the following in both the academic year and Summer Academy:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- Dependence upon the aid of sources beyond those authorized by the instructor when writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material before material is revealed or distributed by the instructor;
- The misrepresentation of papers, reports, assignments, or other materials, as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit or status in the school;
- Failing to abide by the instructions of the proctor concerning test-taking procedures. Examples include, but are not limited to: talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- Influencing, or attempting to influence, any college official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation;
- Any forgery, alteration, unauthorized possession, or misuse of college documents pertaining to academic records. Alteration or misuse of college documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of “cheating.”

### Acceptance Criteria

Students who are accepted into the Upward Bound program must meet one of the following criteria:

- Be a potential first-generation college student (neither parent/guardian the student is living with has a bachelor’s degree or higher)

- Meet an income guideline (determined each year by the U.S. Department of Education)

\*\*Department of Education guidelines state that sixty-seven percent (67%) of students must be BOTH first-generation college students AND meet the income guideline. Thirty-three percent (33%) of students may be either first-generation college students and/or meet the income guideline.

Students must also:

- Be enrolled in one of the high schools UB serves: Central, Hillcrest, or Parkview
- Be United States citizens or permanent residents
- Provide a copy of their most recent federal tax return to document financial eligibility and sign a statement indicating financial eligibility
- Document first-generation status by indicating their parents’ educational attainment on the UB application

### Alcohol/Drug Policy

No alcohol, alcohol containers, tobacco products or street drugs are allowed on campus during Upward Bound functions at any time. Possession of any of these will result in termination from the Program. Students will be allowed to possess a reasonable amount of over-the-counter (OTC) pain-relievers, since Upward Bound staff is not allowed to give OTC medications to students without direct parental/guardian approval. These medications must be listed on the student’s medication form. Students are also allowed to possess prescription medications if they have a medical doctor’s prescription for the said medication

### Assessment

Before students enter the Program, they are asked to take the following assessments: the Learning and Study Strategies Inventory (LASSI) High School Version; the Tennessee Self-Concept Scale (TSCS); the ACT assessment; and the ACT writing exam.

The results of these assessments are used to create a Personalized Educational Plan (PEP), which will remain in the student’s file and be updated each

year. Specifically, results of these assessments will be used to:

- Assist the student with enrollment in college-preparatory track classes
- Determine if the student needs additional study-skills guidance
- Determine in what subjects the student may need additional tutoring

### **Attendance/ Behavior Policy**

When on campus for the Destined for College meetings (D4C) and Summer Academy, students are to show respect to UB staff (including, but not limited to, instructors, graduate assistants, and students workers) and all other individuals who contribute to the UB program. Students should avoid being disruptive in the classroom.

Hate language is not tolerated.

**Remember, this is college and college-level behavior is expected!**

Students will be marked in the attendance file as absent (no \$10 stipend for attending the D4C meeting) if they meet one of the following conditions:

- A student is asked more than once to participate in activities during the D4C meetings
- A student is asked more than once to pay attention to the speaker or activities (i.e. student is causing a disruption or is talking to other students when someone else is talking)
- A student is asked more than once to stop working on something not related to UB or the D4C meeting (reading a book, writing a letter)

Additional consequences will be based on the student's behavior, past behaviors, and repeat offenses. In certain situations, students may be sent home and must face additional consequences. In all situations, the UB Academic Coordinator or UB Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

### **Change of Information**

It is very important for the UB office to have students' correct contact information. Students who change mailing addresses, phone numbers, e-mail addresses, etc., need to contact the UB Office immediately so that we may make the appropriate changes in our database. We will not be held responsible for students not receiving pertinent UB information or stipend checks sent by mail if we were not informed of new contact information.

### **Computer Use Policy**

Students who have completed the previous year's Summer Academy will have access to email, the World Wide Web, and the Missouri State University libraries' search engines while on campus. Students completing the Summer Academy are assigned a user ID in which they may log on to the UB laptops and computers. Students not completing the Summer Academy may use a guest ID provided by UB.

Missouri State University's academic computing facilities are provided in order to promote and support academic pursuits. Academic computing facilities are therefore to be used only for instruction and research activities. Upward Bound has a small computer library for student use. All Missouri State computer policies apply to the UB computers. However, students may not use the following websites while using the UB computers: Face Book, My Space, Zanga, etc. If a student is seen using one or more of these sites, the student will lose all computer privileges. Listed below are certain responsibilities and the ethical behavior expected of students as computer users. In addition, since Missouri State is a member of the MOREnet Consortium, all computer users at Missouri State are bound by the MOREnet acceptable use policy. The guidelines presented here reflect U.S. Copyright Law, the Law of the State of Missouri and additional specific rules relative to the Missouri State campus. It is the intent of Missouri State University to adhere to the provisions of copyright laws relative to software and to comply with license agreements and/or policy statements contained in the software packages used on campus.

#### *U.S. Copyright Law and Software Licensing*

The federal copyright law protects all computer software. It is illegal to make or distribute copies

of copyrighted material without authorization. The copyright owner may grant copying privileges for certain software. These special provisions will be specified in the documentation, license agreement, or in the software package.

The user does have the right to make a backup copy of software programs for archival purposes. Under no circumstances should copyrighted software be distributed outside the college through any mechanism, electronic or otherwise. You are responsible for being aware of the licensing restrictions for the software you use on any system.

When in doubt, **do not copy**. Violation of copyright law of licensing agreements may result in college disciplinary action and/or may result in legal action.

In order to receive user support from Computer Services, microcomputer lab assistants, or vendors, you may be asked to produce the manuals, serial numbers, or original diskettes as proof of proper software licensing.

*State of Missouri Law, RSMO 1988 569.094-569.099*

A state law now makes unauthorized access and interference with computer systems, computer data, and other computer users illegal. Unauthorized use of passwords and the breach of security of any computer system are illegal.

*Missouri State University's Acceptable Use Policies*

Please refer to the Computer Services' website (<http://www.smsu.edu/oit/policy/AU.htm#Responsibility>) in order to view Missouri State's Acceptable Use Policy.

#### *Basic Computer Rules and Regulations*

1. Always apply normal standards of academic ethics and polite conduct to your use of computing services.
2. Respect the equipment and privacy of others.
3. Drinks, food, and tobacco products are not allowed in campus computing facilities.
4. Campus computing facilities may not be used for personal profit.
5. Your computing activities should not interfere with the rights of other users.

#### *Examples of Activities to Avoid*

1. Changing or altering hardware/software configurations is prohibited.
2. Game playing or other trivial applications.
3. Excessive printing.
4. Sending annoying or obscene messages to any other user.
5. Using computing systems for personal activities that are not required for class or research.
6. Importing software of unknown function and quality. This is the primary cause of virus transmission.
7. Downloading/installing any programs or material.

#### *Disciplinary Action*

Misuse of campus computing facilities shall be reported to the Director of TRIO Program Administration who will report the misuse to the Dean of Students who will exercise the student judicial process. This administrator will then impose appropriate restrictions on the offender's computer access. The computer resource may be disabled and all pertinent information will be turned over to the proper authorities.

#### Core Beliefs

The following list of core beliefs outlines the professional actions and attitudes of all staff members, either full- or part-time in Upward Bound. Upward Bound students are also expected to act in this manner to other UB students and staff.

- Every attempt will be made to maintain the dignity and self-respect of both the student and the staff member.
- Students will be guided and expected to solve their problems, or the other ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions, be they good or bad decisions, and live with the consequences.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on UB, staff, or instructors.

- Students are encouraged to request a “due process” hearing whenever consequences appear to be unfair.
- Problems in UB will be handled by full-time UB staff. Criminal activity will be referred to the proper authorities.

### **Denial to Upward Bound**

The UB staff reserves the right to deny admission to the Program even if the student meets the criteria for admission. Reasons for possible denial to the Program may include:

- Student has a history of very poor academic performance without showing efforts to improve
- Student has erratic enrollment/attendance patterns
- Student displays disrespectful or abusive behavior toward Program staff or other students
- Student has a poor disciplinary record

### **Dress Policy**

The Upward Bound program does not enforce a specific dress code or policy during the academic year; you are expected to dress as appropriately as you would for pre-college students. However, when taking part in Upward Bound activities, we have some general guidelines to follow when considering what to wear.

1. Please dress in clothes that reflect well on the UB program and Missouri State.
2. Shirt straps must be wide enough so that brassiere straps are not visible.
3. Pants must be tight enough and worn around the hips so that underwear is not visible.
4. Shirts must meet pant, e.g. no belly buttons or abdominal skin should be visible.
5. Skorts/skirts/shorts should be at mid-thigh or lower, e.g. no daisy dukes.
6. Shoes should be worn at all times.
7. Sunglasses are to be worn outside.
8. Hats, bandanas, or baseball caps may be worn outside.
9. Chains attached to wallets or used as a fashion accessory should not be worn at group activities.
10. T-shirts and/or other apparel should not contain profanity, obscenities, suggestive or provocative statements, drug or alcohol

symbols or advertisements, or gang dress symbols or graffiti.

*There are no exceptions.*

Please dress appropriate and respect yourself. The Upward Bound staff, instructors, and residence hall staff will ask you to change your clothing if it is deemed inappropriate. You may be given a warning. Failure to change clothing after the warning will result in stipend deductions.

### **Grade Reports**

Upward Bound students are required to turn in grade reports for their school classes on a monthly basis, which are due at the monthly Destined for College meetings. Grade reports are used to monitor progress in classes and help identify students who are struggling academically so that tutoring or other assistance may be provided.

**GRADE REPORTS NOT RECEIVED BY THE END OF THE DATE OF THE D4C MEETING WILL BE CONSIDERED LATE AND STUDENTS WILL NOT BE PAID FOR THEIR GRADES.**

Consequences will be issued for students who do not submit monthly grade reports. The consequences will be based on the student’s specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

The GPA’s are figured monthly during the academic year and twice during the summer (this may not be monthly). UB will use the same scale as Springfield Public Schools (the new +/- scale). GPA’s will be calculated based on all of the classes a student is taking and not just the classes reported on the grade card. For example, if a student is taking seven (7) classes, but only reported one grade of an A for one class, then the student’s calculated GPA for the month would be 0.57 [1 class – A; 6 classes – 0 (F)].

### **Lice Policy**

TRIO: Upward Bound recognizes that control of the spread of communicable diseases is essential to the well-being of students and to the efficient operation of school activities. Thus, students who have been identified as having head lice will not be allowed to attend Summer Academy classes or off-campus program functions. If a student is found to have head lice during Summer Academy, the student will be asked to leave campus so that they can address the situation, and their parents will also be notified to explain the reason why they were sent home. The student will not be allowed to return until they have A) performed a delicing treatment, and B) brought back a release form stating that they have been checked and found free of lice. Access to campus healthcare facilities for the verification of the head lice check will be coordinated by UB staff and will be available to UB students. Summer Academy students will be responsible for all make-up work accumulated during their absence, so, it is important to resolve the matter immediately and return to classes as soon as possible. If a student is identified as having head lice prior to a off-campus, overnight trip, they will not be allowed to attend until the matter is resolved. These students must address the matter and return a release form at least 24 hours before the trip departure time. Any student who does not return the release form will not be allowed to participate in the trip. Again, campus healthcare services can be coordinated and utilized to perform the head check. If a case of head lice is found among students during an off-campus, overnight trip, the infected student will not be allowed to participate in the scheduled activities until the matter is address and adequately resolved with the supervision of a program official or assigned designee.

### **Mandatory Meetings**

#### *Destined for College (D4C) Meetings*

Upward Bound students are required to attend the monthly Destined for College (D4C) meetings. The schedule for the meetings is given to the students at the beginning of the year and posted on the UB website, and reminder letters are sent to students each month. Students will earn \$10 for attending the D4C meeting. Students will also be penalized for being late to the D4C meeting. Learn to budget your time and be on time.

#### *Tutoring Sessions/After-School Meetings*

Students are required to attend at least two tutoring sessions per month or one tutoring session and one after-school meeting per month. The students will earn \$5 for attending either the scheduled tutoring sessions or a tutoring session and after-school meeting for the month. Note: Students may request more than the two required tutoring sessions or be assigned to more than two sessions due to grades.

#### *Site Coordinator Meetings*

Students are required to meet with their Site Coordinator at least one time per month and encouraged to “check in” weekly. Students will earn \$5 for meeting with the Site Coordinator.

#### *Additional Meetings*

At the beginning of each academic year, each student will meet with UB staff to update the student’s PEP and make plans to provide any needed services.

### **Public Display of Affection Policy**

Public displays of affection (kissing, hand holding, inappropriate touching) are not allowed. The consequences will be based on the student’s specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

### **Removal from Upward Bound**

The UB staff reserves the right to remove students from the Program. Examples of reasons for removal from the Program include:

- Academic dishonesty (cheating, plagiarism, etc.)
- Disrespectful or abusive behavior toward Program staff or other UB students
- Ceasing communication with UB staff (failure to return calls, not responding to other repeated attempts at contact, etc.)
- Having disciplinary problems on the Missouri State campus during the Summer Academy

- Having disciplinary problems at the student’s school
- Failing to attend mandatory meetings
- Failing to turn in monthly grade checks
- Dropping out of school for more than one semester
- Being academically suspended from school

**RSVP**

R.S.V.P. stands for a French phrase, "répondez, s'il vous plaît," which means "please reply." The person sending the invitation would like you to tell him or her whether you accept or decline the invitation. When you receive something from UB that says RSVP, please contact us and let us know if you will or will not be attending the meeting, activity, etc. Your attendance, or non-attendance, at activities may affect meal counts and whether or not we even attend an activity.

**Stipend Payments**

Federal Guidelines state that students may earn a stipend of up to \$40 per month during the academic year and up to \$60 per month in the summer. Students earn this money by maintaining good grades (see below –Grade Checks) and participating in activities (see below –Mandatory Meetings).

*Academic Year Stipend (Occurs on a monthly basis)*

Grades (see below –Grade checks)	Up to \$20
Attending the Monthly D4C meeting	\$10
Attending two (2) tutoring sessions or one (1) tutoring session and one (1) after-school meeting	\$5
Attending Site Coordinator meeting	\$5
<hr/>	
Total	Up to \$40

Summer Stipend (Occurs twice throughout the 6-week period)

Grades (see below –Grade checks) Up to \$60

(Note: Bridge students can earn up to \$300 during June, July, and August based on a combination of work-study hours, grades, and activities. If Bridge students have questions, please speak directly with the UB staff.)

During the academic year, stipend checks are paid a month behind. For example, Johnny attended the September Destined for College meeting and turned in his grade check (he had a 4.0 GPA). He also attended all tutoring sessions for the month and meetings with his Site Coordinator. Johnny will receive a \$40 stipend check at the October D4C meeting.

If Johnny does not attend the October D4C meeting, he will not be penalized twice; his check will be sent to him. However, at the November D4C meeting, he would not receive any money for attending the October D4C meeting and he would not receive money for grades since he did not turn in a grade check, UNLESS he turned in a School-Related Absence Form.

Students are given the “Destined for College” schedule far enough in advance so that they may plan their work schedules, transportation, etc., accordingly.

**Stipend Scale**

A stipend is paid to each student based on the following scale:

*Academic Year*

4.00 or >	\$20.00
3.66 – 3.99	\$18.00
3.33 – 3.65	\$16.00
3.00 – 3.32	\$14.00
2.66 – 2.99	\$12.00
2.33 – 2.65	\$10.00
2.00 – 2.32	\$ 8.00
below 2.0	\$ 6.00

Summer

4.00 or >	\$60.00
3.75 – 3.99	\$55.00
3.50 – 3.74	\$50.00
3.25 – 3.49	\$45.00
3.00 – 3.24	\$40.00
2.75 – 2.99	\$35.00
2.50 – 2.74	\$30.00
2.25 – 2.49	\$25.00
2.0 – 2.24	\$20.00
below 2.0	\$15.00

**Upward Bound Website**

Students are encouraged to visit the Upward Bound website for general information, upcoming events, and information about other services (including forms). The web address is [www.missouristate.edu/upwardbound](http://www.missouristate.edu/upwardbound).

**Waiting List**

Placement into the UB Program is very competitive, as UB may only serve 50 students

from grades 9-12 in Central, Hillcrest, and Parkview. If the Program is full, students who meet all the criteria for acceptance will be placed on a waiting list and invited into the Program as other participants graduate or leave the Program for other reasons. *Because the Program must maintain specific percentages of students who meet first-generation or income criteria, students may not enter into the Program in the same order they are placed on the waiting list.*

Occasionally, Program staff may place a student on a waiting list to gather more information. For example, Program staff may take additional time to do progress checks on a student if he or she has a history of poor academic performance.

**Weapons/Fireworks Policy**

Possession or use of a weapon (including fireworks) is prohibited. Offenders will be automatically terminated from the program.

## UPWARD BOUND SERVICES

### Academic Advising

Students enrolled in the TRIO Upward Bound Program are expected to take “college preparatory bound track” classes. This helps ensure that the students are academically prepared for college, and that the students meet college admission requirements. UB will assist the students and work with their school counselor to enroll them in classes that will help facilitate their future success.

Students are encouraged to make an appointment to talk to the UB staff if they have any questions about their academics. Students may visit with the UB staff to discuss academic difficulty, choosing classes, required courses, etc.

### Counseling – Career, Personal

Upward Bound students may make an appointment with the UB counselor to talk about career-related and/or personal issues. Common issues students face may include: stress management, depression, balancing school, work, and family, and relationship problems. All issues discussed in counseling sessions are kept strictly confidential, unless the student poses a threat to him/herself or others, or unless mandated by law. The UB counselor also has a wide network of local referral sources for students needing additional services.

### Cultural Travel

Students have an opportunity to travel with UB, which may include field trips to college campuses, area cultural sites and attractions, and student leadership conferences. Some travel opportunities will be available to all Upward Bound students while others will require an application and interview process.

While traveling, UB pays for all transportation costs, meals, and admission tickets. UB cannot transport or pay for participants other than UB students, including their family members and/or friends. Students who fail to attend a cultural event that Upward Bound paid the admission costs will pay for the price of their ticket at the students' own expense.

#### *Senior Class Cultural Trip*

In order to celebrate the accomplishments of the seniors and the extra time and work they put into their senior year, UB will offer a Senior Class Cultural Trip. The Senior Trip will take place after the students have finished their senior year (graduation) and before the Summer Academy.

In order to be eligible for the Senior Trip, seniors must complete the following requirements:

- Submit all grade checks no later than the required due date
- Maintain a cumulative GPA of 2.50 or greater
- Miss no more than one (1) Destined for College meeting with no school-related absence and three (3) Destined for College meetings with school-related absences
- Attend all monthly scheduled tutoring appointments and/or scheduled tutoring appointments and after-school meetings
- Fill out a college admissions application to the college of his/her choice (no later than January 31) – UB must receive a copy of the application
- Fill out a FAFSA (no later than February 15) – UB must receive a copy of the completed FAFSA
- Fill out at least one scholarship application – UB must receive a copy of the completed application

#### *Summer Cultural Trip*

In order to recognize the accomplishments of the students who successfully complete the Summer Academy, UB will offer a Summer Cultural Trip. The Summer Cultural Trip will take place one to two weeks after the end of the Summer Academy. Seniors will not be eligible for this trip since they will still be in the process of completing the Bridge Program.

In order to be eligible for the Summer Trip, students must complete the following requirements:

- Miss no more than four (4) full days of class
- Maintain a cumulative GPA of 2.50 or greater
- End the Summer Academy with 25 or more merit points

### **“Destined for College (D4C)” Meetings**

Once a month on a Saturday, UB students meet on the Missouri State campus to attend Destined for College meetings. These meetings consist of a series of workshops centering on different issues, such as ACT/SAT preparation, money management, career development, financing college, etc. Sometimes students will travel to area cultural attractions, college campuses, etc. Members of the Peer Advisory Council help develop the content of the D4C meetings. Destined for College meetings are mandatory and unless otherwise stated, last from around 9 a.m. to 3 p.m. Lunch is provided for the students.

Upward Bound understands that students are involved in other, school-related activities. If a student is not able to attend the D4C meeting due to a school-related absence, the student will need to fill out a school-related absence form and submit the form and a completed grade check form to the UB office no later than the Friday before the day of the meeting to be missed. If the form and grade check are not submitted to UB by the day of the meeting, the student will not receive money for attending the meeting. It is the student's responsibility to make sure the form is submitted to UB.

Students are expected to attend the monthly D4C meetings. If students miss meetings without a school-related absence, family emergency, etc., the students will face consequences based on the student's specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

### **Financial Aid Assistance**

UB provides many services to assist students with financial aid. Program staff assists students in filling out and filing their FAFSA paperwork. Computers are available in the UB office for students to file their FAFSAs on-line. Program staff also monitors several on-line scholarship searches and keep scholarship applications on file in the office. Students are welcome to come in and search for scholarships anytime during business hours.

### **Professional Job Shadowing**

Although Upward Bound does not offer a specific professional job shadowing component, staff will assist students in gaining an opportunity to shadow area professionals and spend time with them on the job so that the students may get an idea of what different careers are like. Each student will be paired with professionals in areas the student has shown interest.

When students decide they would like to shadow, students need to speak with staff about their decision. Staff will ask students a series of questions, including the profession to be shadowed and preferences on location, dates, and times. Staff will contact the appropriate professionals directly to discuss the logistics of the shadowing day. When staff has confirmed the professional job shadowing appointment, they will contact the students to make final arrangements and preparations as well as send the students information pertinent to their job shadowing appointment.

When UB students are participating in the Professional Job Shadowing Program, they must present themselves professionally. They must dress appropriately for the worksite and be groomed neatly (includes no shorts or t-shirts). Students must stay at the worksite for the entire time they are scheduled to be there, unless there is an emergency, at which time the UB staff and the professional must be notified.

If students need to cancel a professional job shadowing appointment for any reason, they must contact UB staff and the job shadowing professional immediately to set an alternate date. *Students who miss a professional job shadowing date without contacting the Upward Bound office may be restricted from further assistance. Students may also incur a stipend deduction for failing to attend a professional job shadowing appointment.*

### **Summer Academy**

During the summer, UB students participate in a six-week Summer Academy. Students will come to campus each Monday thru Thursday and take courses to help prepare them for the coming school year. On one or more Fridays, students will get to participate in activities such as visiting area colleges and touring local cultural attractions.

Seniors who have recently graduated from high school get to take part in the Bridge Program. These students will stay on the Missouri State University campus for the 8 weeks of the summer session and take up to 6 hours of college credit; the credits can be transferred to the college of their choice. Bridge students may also receive the opportunity to work on campus.

### **Tutoring Services**

All Upward Bound students must attend at least two tutoring sessions or one tutoring session and one after-school meeting per month. The students and Site Coordinator will work together to determine in which courses s/he is struggling and would like tutoring.

Students having difficulty in any of the core curriculum classes may request additional tutoring services. *To schedule additional tutoring sessions, please contact your school's Site Coordinator.* High school instructors will serve as tutors and all tutoring sessions will take place at the student's high school and/or on the SMSU campus.

Students with a C or lower in any class will be required to attend mandatory weekly tutoring sessions until their grade is at an 80% or higher.

UB students can expect the following from their tutors:

- The tutor keeps each assigned appointment. If for any reason a tutor will not be able to keep his/her appointment, the student will be notified.
- The tutor assists students in reviewing course materials, answering questions, and helping prepare students for examinations.

- The tutor assists students in developing stronger study skills.
- The tutor acts as a role model for the students.

UB students receiving tutoring have the following responsibilities:

- Students must be on time for tutoring appointments.
- Students must come prepared for the tutoring session. Students should bring textbooks, homework, and questions to the session.
- Students must be honest with their tutor about material they may not understand.
- To cancel a tutoring appointment, either contact your school's Site Coordinator or your tutor directly.

If a student misses one tutoring appointment without notice or three tutoring appointments with notice, the students will face consequences based on the student's specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

### **Tutoring - Mandatory**

Mandatory weekly tutoring sessions are required for any class in which a student is receiving a C or lower. The Site Coordinator will make tutoring arrangements. All of the previous guidelines for tutoring apply.

## PEER ADVISORY COUNCIL (PAC) HANDBOOK

### The Mission Statement of PAC

The mission of the Missouri State University TRIO Upward Bound Peer Advisory Council (PAC) is to represent the interests of all Upward Bound (UB) students by:

- Communicating effectively with all UB students.
- Formulating ideas about extra-curricular activities and Saturday meetings.
- Making UB students more active.

In order to help better the education of other UB students.

### Qualifications for PAC

1. *Attendance*
  - a. Potential PAC members must attend five consecutive D4C Meetings, with the exceptions being two excused, school, or medical related absences.
  - b. Potential PAC members must attend two PAC meetings.
2. *Fill out an application*
  - a. Applications will be given out at March D4C meeting.
  - b. Applications must be returned by April PAC meeting.
  - c. Applicants may only apply for one position.

### Staving in PAC

1. PAC members may have one unexcused absence in a Period.
2. PAC members may have two excused absences in a Period.
3. PAC members may have one missed UB Meeting in a Period with a school-related absence only.
4. If you miss any meeting due to an emergency or school-related absence PAC will decide if the absence is excused or unexcused
5. Forms must be completed for each absence
  - Any time that you miss a meeting you will need to fill out the absence form explaining why you missed the meeting.
  - If you miss a meeting due to a school-related activity, you will need to fill out a school-related absence form.

- All absences will be documented.

### The Ground Rules for Meetings

1. Be on time and notify staff when you are going to be absent
2. Respect others.
3. Be prepared for meetings.
4. Be open-minded and have open communication.
5. No cliques in PAC

*Robert's Rules of Order will be adapted as needed to conduct the meetings.*

### Elections, Officer Terms, & Related Topics

*Elections for Offices:*

1. Bridge students may not run for office
2. Students may not run for an office without a complete application.
3. Applications will be passed out in the March D4C meeting
4. Applications must be in by the April PAC meeting
5. Elections will be held during the April D4C meeting and only students in attendance at the D4C meetings get to vote.
6. Candidates give a brief speech
7. Any candidate not at the April D4C meeting forfeits their eligibility for office
8. If two candidates receive tied votes, candidate attending the most D4C and PAC meetings will be selected for office

*The Officers' Term:*

The Officers' Term is split into two periods

- The Summer Period: Runs from the Induction PAC meeting (May) to the August D4C meeting. Pac meetings will be held one time per week during the summer academy. Note: the May meeting will be held from 10 am-2 pm; the Summer Academy meetings will be held during the week; the August meeting will be held from 10 am-2 pm
- The Academic Period: Runs from the first September PAC meeting to the D4C meeting in April. PAC meetings are generally held on the first Saturday of the month from 10 am-2 pm.

### *The Induction Ceremony*

The Induction Ceremony, led by the PAC advisor, will take place during the May PAC meeting. All elected officers will repeat the Induction Speech.

### *Replacing a Member*

In the event that an officer needs to be replaced, any existing officer may nominate a UB student member to fill the vacant position. The students being nominated must meet the requirements listed under the qualification section and a 2/3 vote is needed accept the student as an officer.

### **Probation & Removal of PAC officers**

#### *Probation*

- The officer may not exercise voting rights for 2 consecutive PAC meetings
- Officers on probation must attend PAC meetings REQUIRED in order to have voting rights re-instated
- A member may only be placed on probation once in an elected term; if the officer must be placed on further probation, then the officer will be suspended from his/her term.
- A member may be placed on probation for

reasons which include, but are not limited to:  
-one unexcused absence from a PAC meeting  
-not fulfilling/performing office duties  
-one unexcused and/or two excused school related absences

#### *Removal*

- Any officer can motion to remove or suspend another officer from their office with just cause
- The member to be removed will be given time to provide justification
- If a member is removed from the UB program, they will be removed from PAC
- A member may be removed for reasons which include, but are not limited to:  
-2 unexcused absences from PAC meetings  
-3 consecutive excused absences from PAC meetings

#### *Probations/Suspensions*

- Officers behaviors will be examined on a case by case basis to determine if he/she will be put on probation or suspended

### **The Board of Officers: The Peer Advisory Council**

#### **The Executive Board**

##### *The Heads of PAC*

- Director of TRIO Program Administration
- Advisor of the Peer Advisory Council

##### *The Officers*

- President
- Vice-President
- Secretary/ Historian
- Public Relations Officer

#### **The Assistants**

##### *Elected assistants*

#### **The Judicial "J." Board**

##### *PAC Officers*

#### **The Peer Managers**

##### *PAC members*

### **Duties and Purposes: The Governing Boards of PAC**

#### **The Executive Board**

- Act as leaders of PAC
- Act as the leaders and representatives for UB
- Make decisions for the good of UB
- Conduct PAC meetings

### **The Duties and Purposes: The Officers of the Executive Board**

#### **President**

- Calls to order & adjourns meetings
- Supervises meetings
- Prepares the meeting agenda
- Pre-approves all past minutes
- Approves activities to go to PAC for voting
- Resolves voting conflicts/ties
- Must attend eight activities per year: six in Academic year, and two in Summer Academy.

#### **Vice-President**

- Assumes presidential & duties of officers in absence
- Corrects President's errors
- Assists in supervising Assistants
- Creates & manages the Suggestion Box
- Assists in other duties as needed
- Must attend eight activities per year: six in Academic year, and two in Summer Academy.

#### **Secretary/Historian**

- Keeps minutes at PAC meetings
- Keeps files on PAC members including absence forms and other documents
- Types minutes; saves original and typed copy
- Gives copy of minutes to officers before the next PAC meeting

- Must attend eight activities per year: six in Academic year, and two in Summer Academy.
- Records finances (deposits & withdraws) and makes monthly financial reports with Director's approval
- Documents activities, takes pictures/video tapes trips
- Assists with website upkeep, newsletter upkeep, takes quotes from students, produces yearly scrapbook

#### **Public Relations Officer**

- Spokesperson for PAC and Upward Bound
- Coordinates special events and activities
- Solicits donations for PAC and Upward Bound
- Make announcements related to special events
- Notify students of elections
- Must attend a minimum of eight activities per year: six in Academic year, and two in Summer Academy.

#### **Executive Assistants**

- Act as assistants of PAC
- Act as leaders and representatives for UB
- Make decisions for the good of UB
- Assist in PAC activities

### **The Duties and Purposes: The Judicial Board**

#### **Peer Managers:**

- Fill-out infraction reports ONLY when necessary
- Keep order within UB

#### **The Judges of Infractions and Discipline:**

- Serve as Judges for UB by determining by

providing discipline and consequences for infractions

- Award merits and give demerits
- Act as peer managers to make UB a peer managed group
- Fill-out infraction reports ONLY when necessary.

### **Qualities & Traits: Members**

#### **Qualities**

Respectful, honest, outgoing, open-minded, responsible, works well with others

#### **Traits**

Creative, hard working, well-groomed, unbiased



MISSOURI STATE UNIVERSITY

TRIO Upward Bound Program

Academic Contract

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The staff of the Missouri State University TRIO Upward Bound Program strives to help participants realize their full potential and achieve their academic and personal goals. In keeping with our Program objectives, standards for academic improvement for participants must be set.

These are goals each participant needs to set for her/himself.

It is most important that if you are struggling in mathematics, English, science, social science, or foreign language that you seek a tutor from our office. Mandatory weekly tutoring will be expected for students with a “C” or lower in their courses.

Please be advised that the Upward Bound staff will monitor your academic progress and intervene if necessary. Please also understand that the following are expectations that the Upward Bound staff has of each student in the Program:

- Students must continue to improve their grade point average.
- Students must regularly attend school.
- Students must put forth all reasonable effort to attend monthly Destined 4 College meetings, and should submit a School-Related Absence form when they cannot.
- Students must maintain a positive attitude toward new educational experiences, and show a willingness to participate in activities rather than just attend them.
- Students should endeavor to be a positive role model and take on leadership responsibilities when it is required of them.
- Students must be prepared to enroll in college-preparatory track classes.
- Students should be aware that this contract is not necessarily comprehensive, and that the rules and regulations of Upward Bound are often evolving and changing over time.

I understand that a violation of any of the above expectations will result in a review of my continued participation in the Missouri State University TRIO Upward Bound Program.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

# Upward Bound

## Change of Student Information

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### PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_ Allergies: \_\_\_\_\_

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### MEDICAL INFORMATION

Physician: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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### CHANGES IN HOUSEHOLD

Name	Relationship	Place of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



MISSOURI STATE UNIVERSITY TRIO/UPWARD BOUND PROGRAM

SCHOOL-RELATED ABSENCE FORM

This report must be turned in by the day of the missed activity. Failure to turn in this form will result in delay or reduction of the monthly stipend.

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

Activity Date: \_\_\_\_\_

Activity/Meeting/Function missed \_\_\_\_\_

Class/Activity attended instead \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subject: \_\_\_\_\_ School: \_\_\_\_\_

This portion to be completed by supervising instructor/sponsor only.

Instructor,

The above named student is involved in the Upward Bound program at MSU. As a required part of their enrollment in the program, they must attend monthly activities. When a student is unable to attend one or more of these activities, due to school obligations that might affect their grade, they are required to submit verification of the activity from their instructor. We would appreciate it if you would please take a moment to provide the following information. Thank you.

Points or class percentage involved with activity: \_\_\_\_\_ Current grade in subject area: \_\_\_\_\_

Please summarize what was involved with the activity the student was responsible for.  
\_\_\_\_\_  
\_\_\_\_\_

Please specify how the student's grade would be adversely affected by missing this activity.  
\_\_\_\_\_  
\_\_\_\_\_

Would any alternative or extra credit work be accepted in place of the activity? Yes/No

Comments \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Missouri State University  
TRIO Upward Bound Program



ACADEMIC TUTOR

*Application for Employment*

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ School phone: \_\_\_\_\_

Have you worked for UB or Missouri State University in the past? \_\_\_\_\_

How many Hrs/Week would you like to work? \_\_\_\_\_

Are you willing to use your personal vehicle to drive to tutor sessions? (You will be paid mileage)  
Yes/No

*Please list the specific subjects in which you feel you are qualified to tutor:*

**Math**

\_\_\_\_\_ Consumer/Basic Math

\_\_\_\_\_ Algebra

\_\_\_\_\_ Geometry

\_\_\_\_\_ Calculus

\_\_\_\_\_ Trigonometry

\_\_\_\_\_ Math Analysis

\_\_\_\_\_ Other (please list) \_\_\_\_\_

**Science**

\_\_\_\_\_ Earth Science

\_\_\_\_\_ Biology

\_\_\_\_\_ Zoology

\_\_\_\_\_ Botany

\_\_\_\_\_ Anatomy & Physiology

\_\_\_\_\_ Microbiology

\_\_\_\_\_ Chemistry

\_\_\_\_\_ Physics

\_\_\_\_\_ Other (please list) \_\_\_\_\_

**Social Sciences**

\_\_\_\_\_ Civics

\_\_\_\_\_ U.S. History

\_\_\_\_\_ Government

\_\_\_\_\_ Constitutional Law

\_\_\_\_\_ World History

\_\_\_\_\_ Psychology

\_\_\_\_\_ Sociology

Other (please list) \_\_\_\_\_

**English**

\_\_\_\_\_ English (usage & mechanics)

\_\_\_\_\_ English Comp

\_\_\_\_\_ English Literature

\_\_\_\_\_ World Literature

\_\_\_\_\_ Speech/Debate

Other (please list) \_\_\_\_\_

**Foreign Languages**

\_\_\_\_\_ Spanish

\_\_\_\_\_ French

\_\_\_\_\_ German

\_\_\_\_\_ Latin

\_\_\_\_\_ Other (please list) \_\_\_\_\_

***Please list the times you would be available to tutor on the following days. (Include any evenings)***

**Monday:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tuesday:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wednesday:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thursday:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Friday:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any activities, additional employment, etc., you have time obligations to that you feel we should be aware. Please list details such as days, times, special functions, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything else you feel we should be made aware of? Please describe below.

\_\_\_\_\_

Name and Phone number or email address of an academic reference. (Instructor/Teacher)

\_\_\_\_\_

<b>For Missouri State TRIO Upward Bound Office Use Only</b>			
<b>NEW APPLICANT:</b> _____	<b>RETURNING TUTOR:</b> _____		
<b>INTERVIEWED BY:</b> _____		<b>DATE:</b> _____	
Hired: _____	Rehired: _____	Alternate: _____	Non-Hire: _____

## MISSOURI STATE UNIVERSITY TRIO UPWARD BOUND PROGRAM

### Interview Preparation Form



Congratulations on being selected for an interview for the MSU TRIO Upward Bound Program! Your interview is scheduled for \_\_\_\_\_ at \_\_\_\_\_ PM. If you cannot come at your appointed time, please be courteous and call our office in advance of your appointment at 417-836-3117 to reschedule.

To help you prepare, the following areas will be considered when making final decisions on which students will be selected.

- Students selected must meet the federal guidelines, including:
  1. They must be a current freshmen, sophomore, or junior.
  2. They must attend Central, Hillcrest or Parkview High Schools.
  3. They must be either a U.S. citizen or a permanent resident.
  4. They must either be a potential first-generation college graduate and/or satisfy the income guideline outlined in the application packet.

Other areas that will be considered:

- Faculty and counselor recommendation
- Attitude/Commitment
- Grade Point Average
  
- Students and parents/guardians selected for the Upward Bound Program must be able to attend one of the Orientation and Assessment sessions. (You will receive more information if you are selected to be a participant in the Upward Bound Program.)
  
- Students selected must commit to attend Program activities, including the 6-week Summer Academy, Saturday "Destined for College" (D4C) meetings (generally the last Saturday of each month from 9 a.m.-3 p.m.), tutoring, activities, and field trips.
  
- Students must be committed to attending an institution of postsecondary education after graduation from high school.
  
- Students must be committed to improving their academic grades and ACT/SAT performance.
  
- Parents or guardians of selected students must be committed to supporting their students in the program objectives by providing transportation to Upward Bound events and volunteering to serve as chaperones at various events.

The following are tips to help you make the best possible impression during the interview:

1. Be on time!
2. Maintain eye contact, use good posture, and avoid chewing gum.
3. Be prepared to explain why you should be selected for the program.
4. Be prepared to be as specific as possible about your future plans.
5. Be prepared to explain if there has been a sudden rise or dip in your grades.
6. Be prepared to identify your strong and weak subject areas.

