

COLLEGE of CHARLESTON

UPWARD BOUND

SUMMER COMPONENT 2016 ACADEMIC ENRICHMENT HANDBOOK

Providing the Tools to Build Academic
and Social Success in High School,
College, and Beyond



TRiO

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WHAT IS UPWARD BOUND?

Upward Bound is a pre-collegiate preparatory program designed to generate the skills and motivation necessary for success in education beyond high school. The Upward Bound Program provides academic and cultural opportunities for a limited number of high school freshmen, sophomores, juniors and seniors from the Tri-County area. Eligible students must demonstrate an interest and potential in pursuing post-secondary education.

The Upward Bound year runs from June 1 through May 31 of the next year and includes one Academic Component as well as two Summer Components. The Academic Component consists of its participants attending eighteen (18) Saturday sessions during the regular school year conducted at the College of Charleston. Supplemental instruction in English, math, science, foreign language, special programs, field trips, and community service projects are included in the Academic Component.

The six-week Summer Academic Enrichment Component and the Bridge Component make up the two Summer Programs. Both consist of participants living on the College of Charleston's campus and receiving instruction in college preparatory English, literature/composition, math through pre-calculus, laboratory science, and elective courses. Tutorial sessions, academic counseling, recreational activities and social events complement the summer component. Both sessions are integrated into one overall program to generate the skills and experiences needed for success during high school and college. A week of service learning/civic engagement and a one-week college tour field trip completes the six week program for 10th – 12th graders.

MISSION STATEMENT

The mission of the College of Charleston Upward Bound Program is to continuously strive to recruit, prepare, retain, graduate, and track its college-bound participants. We will seek to offer academic, cultural, and personal support services which provide a positive and motivational experience to ensure success of our students.

PROGRAM OBJECTIVES

The objectives of the Upward Bound Program are (1) to provide students with the skills and motivation necessary to succeed in post-secondary education; (2) to enable students to explore options available to them in the areas of school, careers, and social activities; (3) to assist students in making realistic choices in the stated aspects of their lives, which are consistent with their abilities, interests and post-secondary goals; and (4) to track students through post-secondary education.

PROGRAM GOALS

- To provide academic, personal and career exploration services
- To expose participants to events and activities that are culturally enriching
- To offer comprehensive academic support through curriculum advisement and tutorial services that will strengthen and enhance the participants potential and skills
- To offer participants an awareness of options and resources available in post-secondary education and to encourage the use of them.

THE SUMMER ACADEMIC ENRICHMENT COMPONENT

The Summer Academic Enrichment Component is a six-week residential scholastic program, culminating in a tour of college campuses. Students are housed in the College of Charleston's residence halls and take courses in college preparatory English, math, science, foreign language, and elective courses. Tutoring, academic counseling, recreational activities and social events are all integral elements of the component.

➤ HOW MUCH DOES IT COST?

There is no monetary fee to participate in the Upward Bound Program; however, there is a great personal commitment. As a participant, you will be expected to be on your best behavior, to give your best work and be your very best at all times. The program is funded by the U.S. Department of Education and covers all participant costs. In addition to paying all student fees associated with the program, each participant is paid a stipend, which may be used to cover personal expenses that he/she may have during the stay in the program.

➤ WHERE DO PARTICIPANTS LIVE?

Upward Bound and Bridge participants will be housed in the Liberty Residence Hall. Group living is an important part of one's "college going" experience and is an essential part of one's growth in the educational process. In the residence hall, students learn the importance of teamwork and develop skills necessary for successful and wholesome living in a diverse society.

To make the most of learning from the experience of group living, an atmosphere of freedom and responsibility is encouraged in the residence hall and throughout the college. Each participant is responsible for his/her own conduct. When that conduct fails to meet expected standards, the staff will work out appropriate disciplinary measures designed to help participants meet the Program's standards. Any student failing to meet standards of behavior and/or refusing appropriate disciplinary action is subject to immediate termination from the program.

Participants must observe all residence hall rules, as well as the Upward Bound Program's Code of Conduct, with regard to residence hall life. Regulations concerning evening study hours, guest privileges, curfew and responsibility for college furniture and equipment may be found on the following pages. Participants are responsible for furnishing their own alarm clock, linen, and pillows.

➤ AROUND-THE-CLOCK SUPERVISION!

There will be six residence counselors, including Bridge Counselor, plus a Resident Director. All counselors will live in the residence hall with students. They will tutor students during evening study, aid in classroom instruction, supervise students in the residence halls, organize and direct afternoon and evening activities, attend all off-campus activities, monitor evening study hours, enforce the curfew, and assist with minor problems that may occur daily. It is the responsibility of residence counselors to make sure students adhere to the policies and guidelines stated in this manual.

SUMMER POLICIES AND PROCEDURES

AUTOMOBILES

Participants are not permitted to have cars on campus during the summer component.

VISITORS

Family members (other than parents) are allowed to visit during **evenings** on as-needed/pre-arranged basis and only with prior staff approval and notification of at least 24 hours. Students are **not allowed** to have visitors on campus during the academic work week (9:00 AM -6:00 PM) and **may not** invite them to their rooms after move-in date until final departure. Family may visit in the residence hall lobby. Visitors other than family must be in accompaniment of an Upward Bound adult family member.

* PLEASE NOTE: Parents are welcome to visit their children at any time, with the same request for advance notice to staff and restriction on room visitation.

Members of the opposite sex are not allowed to enter living areas or student rooms. This includes participants in the Upward Bound Program as well as guests. Visitors failing to comply with this policy will be asked by college security to leave the residence hall.

WEEKEND SCHEDULE

The Summer Component does not include weekend classes. Participants are required to Sign-Out of the residence hall no earlier than 5:00 PM every Thursday and Sign-In to the residence hall on Sunday evening no earlier than 6:30 PM.

MEALS

Students are provided three meals a day except Sunday and Thursday (no dinner). All meals are served in the Fresh Food Market, unless indicated differently on the printed schedule. Nightly snacks will be provided.

DRESS CODE

Upward Bounders and Bridge students are expected to adhere to the Upward Bound standard of dress, which may be found in the student handbook.



SUMMER POLICIES AND PROCEDURES (con't.)

ELECTRICAL APPLIANCES

The residence halls are wired for electrical appliances that produce minimum heat or which have closed-element heating units. Acceptable appliances include televisions, clocks, hair dryers, blankets, irons, automatic coffee makers, small refrigerators and small microwave ovens. Roommates are encouraged to discuss their needs prior to coming to the campus in order to eliminate duplicating appliances that may be shared.

Absolutely NO cooking and/or the use of cooking devices are permitted in the residence hall rooms. These PROHIBITED APPLIANCES include, but are not limited to: HOT PLATES, OPEN ELEMENTS, BEVERAGE UNITS, AND ANY OTHER HEATING OR HEAT-PRODUCING DEVICES. Dormitory rooms are the property of the College of Charleston and subject to “search” at all times.

LOCKS AND KEYS

Keys will be issued when you check into the residence hall and must be returned at the end of the session. All locks and keys are the property of the College of Charleston and, therefore, are not to be duplicated, repaired or changed under any circumstances, except by college maintenance personnel. If a key is lost or participants are accidentally locked out of their rooms, they must check with a residence counselor who will assist them immediately. If a key is lost and not found, a new key must be cut at the cost of \$65. ***Note: Participants will assume the cost for replacing the lost key(s).***

BORROWING MONEY

Students should not request to borrow funds from one another or Staff members. Should an emergency arise, students should see a residence counselor who will facilitate a parental contact, if necessary.

VENDING MACHINES

Vending machines that provide beverages and candy are located in the lobby of the residence hall. Any problems with these machines should be reported to the Upward Bound office. The Program will not reimburse participants for money lost in the vending machines.

POSTAL SERVICES

The College of Charleston’s post office is located on the first floor at 81-A St. Philip Street. Stamps may be purchased from the Bookstore.



SUMMER POLICIES AND PROCEDURES (con't.)

STUDENT ID CARDS

The Cougar Card Services Office will issue all students a college identification card. This card will include the student's name, CW ID number, expiration date, and a picture. Students should carry their I.D. card at all times. It is necessary for students to have this card with them whenever they use athletic equipment, the library, cash checks, and at all meals and activities in the Craig Cafeteria and/or Stern Student Center. Students may be denied use of facilities and services if their I.D. is not presented upon request. ***This card is NOT TRANSFERRABLE and may not be used by any other person.*** Lost I.D. cards should be reported to the Office Manager immediately. The owner will replace a lost card at a cost of \$10.

BULLETIN BOARDS

Keep informed. Get into the habit of reading the bulletin board in your residence hall. Announcements will be regularly posted and this is the best way to keep abreast of what goes on in the Program. The bulletin board should be read at least twice a day and will include information on class changes, general announcements, group meetings, special activities, etc. It is each student's responsibility to be informed! A residence counselor must approve all announcements before being placed on the bulletin boards.

WASHING MACHINES/DRYERS

Coin operated washing machines and clothes dryers are available in the residence hall and may be used by students and staff. The cost is \$1.50 for a washing cycle and a quarter for each 15 minutes in the drying cycle. Failure of the machines should be reported to the front desk.

TELEPHONES

Students will be permitted to bring personal & cell telephones for their use. The Program will not be responsible for the repair or maintenance of these personal items. Regarding room phones, absolutely no long distance calls will be permitted without the use of a telephone credit card. Residence hall phones will not accept collect calls.

- *On-Campus* Calls – Dial 3 and the last four digits of the phone number that you are calling.
- *Off-Campus* Calls - Dial 9 and then the entire number that you are calling. You will hear a dial tone AFTER you have dialed the number. Don't hang up! Wait and your call will go through.
- Cell phones must be turned off during class time and will be confiscated if used.

MAINTENANCE SUPPLIES

Light bulbs, toilet paper and trash bags are available at the front desk of the residence hall.

LOST AND FOUND

Articles lost or found on campus and in the residence hall should be turned in at the Public Safety Office where owners may claim them. The Upward Bound staff should also be made aware of lost or stolen articles as soon as they are missed.

FIRE ALARMS AND EMERGENCY EXITS

Emergency exit doors are located at the bottom of the stairwells and are locked and alarmed for your protection. However, in case of fire or emergency, the doors will open for quick exit. Use of aerosol air freshener is strictly prohibited.

AUXILIARY SERVICES

ATHLETICS

The gym and weight rooms will be open to participants at designated hours each day.

BOOKSTORE

The bookstore is located on Calhoun Street. It is open from 8 a.m. to 5:30 p.m., Monday through Friday.

HEALTH SERVICES

A residence counselor must accompany participants when going to Health Services. Health Services will take care of your minor medical needs after you have completed a student health form. Medical consent forms must be on file in the Health Services before health related services may be administered. All emergency medical needs must be reported to a member of the Upward Bound staff immediately after calling 35611. Counselors must inform UB staff prior to taking a student to health services.

LIBRARY TIME

Participants may use the Library during structured evening activities for study, research and recreational reading. I.D. cards must be presented to check out books. Books checked out must be returned on time or the individual will be held responsible for overdue fees or lost materials. **THE PROGRAM WILL NOT PAY LOST OR OVERDUE FINES.**

CODE OF CONDUCT

Participants are expected to be exemplary representatives of their high schools and The College of Charleston's Upward Bound Program by demonstrating responsible behavior both on and off *campus*. That responsibility does not end with an individual. We are a family during your participation in the Program. Therefore, if you know that other students are not living up to the code of conduct and are thereby endangering themselves, others, or the Upward Bound Program as a whole, it is your duty to report the misconduct to a staff member. Failure to conduct oneself in accordance with the stated Code of Conduct will result in demerits, probation and possible dismissal from the Program. All students and parents must review the "Three Strikes You're Out" policy brochure.

The entire Upward Bound staff takes the responsibility for your educational welfare seriously and is committed to that end. We look forward to a rewarding Summer Component and rest assured in the fact that each of us will live by the Code of Conduct.

FIELD TRIPS AND CULTURAL ENRICHMENT ACTIVITIES

Participants will be provided with several opportunities to attend field trips during the summer program. These trips are planned to enhance the students' educational, as well as personal growth. It is the philosophy of this program that the well-rounded education of students cannot be limited exclusively to classroom experiences. Therefore, activities are planned to allow students the opportunity to explore new environments and experience a variety of activities. The Program will pay all expenses associated with the planned activities during the field trips.

Participants are to adhere to the following guidelines when traveling:

1. Be prepared to leave at the designated time.
2. Dress appropriately, as requested for the trip.
3. Be considerate of others when traveling, speak in moderate tones, and avoid being loud and boisterous.
4. Remember: iPods, MP3 players, CD players, or Bluetooth ear-sets are not permitted.
5. Remember the CODE OF CONDUCT and act accordingly.
6. Stay with the group unless otherwise directed.
7. Remember the standard rules of etiquette when eating at a restaurant: Remain seated (except to go to rest rooms); speak in moderate tones to persons at your table; be aware of others dining in the restaurant; be patient with your waiter/waitress; leave a tip.
8. Plan to return to campus with your group unless your guardian and the Upward Bound Director or Counselor has made prior arrangements

2016 SUMMER COMPONENT CALENDAR OF EVENTS

June 2-3	Counselor training/move-in
June 5	Upward Bound and Bridge Students Move In (See arrival schedule)
June 26	2016 Summer Showcase
June 30	Summer Exams and Final Evaluations/Move out
July 4-8	Civic Engagement/Service Learning Week (Exclude July 4 th holiday.)
July 11-15	Summer Tour: Tennessee (* Eligibility is dependent upon final grades and Civic Engagement Week Participation.)

- Please note: student is allowed to return to campus prior to 6:30 PM; weekly Sunday workshop will be held approximately 7:30-9:00 PM.
 - **Bridge dismissal is after class each Friday.**
- Residence Counselors will remain in the residence hall until the last student leaves on Thursday or Friday (Bridge) and will report back to campus
- After curfew all students **must** be in their assigned rooms.
 - Dismissal is each Thursday until 6:30 PM Sunday. No
 - no later than 6:30 p.m. on Sunday

SUMMER 2016 DAILY SCHEDULE

8:00-850 BREAKFAST (Daily)

MONDAY MORNING SCHEDULE

<p><i>9:00AM - 12:15 PM</i></p> <p><i>ACT BOOT CAMP</i></p> <p><i>Room TBA</i></p>
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12:20-1:30 LUNCH

MONDAY AFTERNOON SCHEDULE

1:30-3:00 PM	LIFE SKILLS PROJECT Room 111
3:10-4:40 PM	CLASS SEMINARS SENIORS: ROOM 111 JUNIORS: ROOM 102 SOPHOMORES: ROOM 103
4:40-6:00 PM	COUNSELOR GROUP ACTIVITY

TUESDAY-THURSDAY MORNING SCHEDULE

ENGLISH: Mr. Nuccio, Room 111, 219 SCIENCE: Mr. Lamar, Room 108,202
 MATH: Ms. Taylor, Room 101 SPANISH: Room 103,116
(Second room number denotes Thursday classroom)

<i>TIME</i>	<i>RISING 10TH</i>	<i>RISING 11TH</i>	<i>RISING 12TH</i>
<i>9:00-9:45 AM</i>	ENGLISH	SPANISH	SCIENCE
<i>9:50-10:35 AM</i>	MATH	SCIENCE	ENGLISH
<i>10:40-11:25 AM</i>	SCIENCE	MATH	SPANISH
<i>11:30 - 12:15 PM</i>	SPANISH	ENGLISH	MATH

12:20-1:30 LUNCH

TUESDAY/THURSDAY AFTERNOON SCHEDULE

1:40-3:30 PM	GRAPHIC DESIGN ROOM TBA	THEATER/DRAMA ROOM 116	HEALTH SCIENCE/NURSING ROOM 101
3:40-5:30 PM	BASKETBALL/GYM SILCOX GYM	FASHION DESIGN ROOM 116	DANCE GYM 201
5:30 – 6:00 PM	TRANSITION TO DINNER		THURSDAY DISMISSAL

WEDNESDAY

1:30 – 5:00 PM CULTURAL ENRICHMENT ACTIVITY

SUMMER 2016 DAILY SCHEDULE

EVENING SCHEDULE
(MONDAY-WEDNESDAY)

6:00- 7:00 PM	DINNER
7:00 - 8:15 PM	LIBRARY/STUDY TIME
8:15-10:00 PM	COUNSELOR GROUP ACTIVITY/ QUIET FREE TIME
10:30 PM	ROOM CHECK

***NOTE: On Sunday evenings, students should check in between 6:00 and 6:30 pm. Life Skills workshops will begin promptly at 7:00 pm. Students will follow the normal evening schedule thereafter.*

Counselors for the program are college students who have demonstrated the skills and qualifications necessary for successfully supervising and interacting with students on a daily basis. Their qualifications are diverse, and all counselors have some formal background or direct experience in education and counseling students.

UPWARD BOUND RESIDENCE HALL DIRECTOR

Ameerah Mills
(910) 391-5287

MALE RESIDENCE COUNSELORS

Justin Leonard
(803) 429-9229

James Vickers
(843) 303 0053

FEMALE COUNSELORS

Asia Rivers
(803) 603-8291

Tanya Mixon
(803) 535-9090

Dayana Wilkins
(864) 316-2124

Jasmine Gil
(803) 899-1033

BRIDGE COUNSELOR

AJ Hall
(803) 546-8029

2016 SUMMER RESIDENCE COUNSELOR GROUPS

AJ Hall

Kayla Glover
London Mack

Asia Rivers

Nigeria Alston
Violet Simmons
Katelyn McClain
Asia Jenkins
Shayla Gadsden
Demetria Brown
Lyela Gadsden
Peterra Richburg

Tanya Mixon

Tamera Snider
Ta'Myiah Reed
Kysia Holston
Ja'Leah Boatwright
Demetre Brigmon
Ky'Anna Cannady
Sheniah Everson
Ja'Claja Myers

Dayayna Wilkins

Kendall Prioleau
Lyntoria Simmons
Teonna Middleton
Destine Green
Tamese Boston
Kazaiah Bennett
Arian Lance
Rachel Smith

Jasmine Gil

Jasmine Grant
Tyeshia Williams
Destiny Triplett
Amore McPherson
Twanasia Heyward
Ashley Frierson
Jasmine Smith
Reonia Grant
Patricia Brown

Justin Leonard

Charles Carter
Jaquan Harper
Nekabari Wiwuga
Jordan Brown
Kederion Hughes
Dominick Gibbs
Robert Waring

James Vickers

Dezmond Triplett
Allen Rouse
Terry Taylor
Oren Brown
T'Zhean Godfrey
Levon Nelson
James Mack

CONTACT INFORMATION

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SUMMER CELL PHONE CONTRACT



As a member of College of Charleston Upward Bound Program, I hereby acknowledge that I will have a cell phone on campus during the Upward Bound Summer component. I also agree to the following terms:

1. As a Bridge student, I am free to have my cell phone with me. However, I agree not to use my cell phone during class, study/library time or during other organized program activities.
2. As a pre-college student (9th through 12th grades), I agree to the daily relinquishing of my cell phone, which will be stored in the Upward Bound Staff office. I understand that my cell phone won't be returned to me until after academic classes or any other Upward Bound activity has concluded.
3. "One and Done" Policy:

***In the event that I violate the terms of this contract, I understand that my cell phone will immediately be confiscated until the end of the week when I can take it home. I am also aware that this violation will result in my losing cell phone privileges on campus for the remainder of the summer. ***

Signatures:

_____ Student

_____ Date

_____ Parent

_____ Date

CHECK-IN PROCEDURES

Staggered Arrival:

Each person will be given a specific time for arrival and check-in on Sunday June 5th. Arrival times have been staggered in an attempt to make the check-in process run smoothly. It is imperative that all students and parents are present during their assigned check-in times. Group check-in times are listed below; on page 14 of the Summer 2016 Handbook, students can find their check-in group.

All Upward Bound Summer 2016 participants will be housed in Liberty Residence Hall located above the cafeteria at the corner of St. Philip and Liberty Streets

Group Check-in Times for Sunday, June 5, 2016

2:15 PM: Bridge Students, Justin Leonard and James Vickers' Groups ~ RH Check-in

2:45 PM: Asia Rivers and Tanya Mixon's Groups ~ RH Check-in:

3:15 PM: Dayana Wilkins' and Jasmine Gil's, Groups ~ Residence Hall Check-in

Start to unpack/set up rooms

5:00 PM - Individual Group Meetings with Counselors

6:00-7:30 PM- DINNER

7:30- 9:00 - Life-skills session

10:00 PM- Curfew

10:30 PM - Lights Out

(Note: Summer ID cards and room keys will be processed and distributed during the first week of the Summer Component.)

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