March 15, 2014

Dear Upward Bound Junior & Senior students and parents,

Enclosed you will find information on the Upward Bound Summer Work Study Project. Applications and parental permission forms are due back to the Upward Bound office no later than Saturday, April 26th, 2014. **Late applications will not be accepted.**

As you may know, work-study is only available to interested students during our summer program if they have previously completed the job shadowing component. Work-study students will spend approximately two hours per day on Monday, Tuesday, and Wednesday afternoons, and two hours on Friday mornings at their assigned work-study site.

Students that are selected to participate in our work-study project will have the opportunity to gain entry-level experience in their desired career field. In addition to receiving hands-on experience in their field, students will earn an additional work-study stipend to compensate them for their time (checks will be issued at the end of June and July). A Bridge student who chooses to do work-study will be limited in the amount of college credit hours they can enroll in.

Once students are selected for work-study, I will meet with them during summer orientation in May to distribute a work-study packet and clearly explain what is expected.

If you have any questions, please feel free to contact me at 660-562-1638 or by e-mail at jackiec@nwmissouri.edu. I will be glad to answer any questions that you may have.

Thank you,

Jackie Cochenour
Counseling Services Coordinator
Upward Bound
2014 Upward Bound Work Study Project

Requirements:

- You must be in the graduating class of 2015 or a Bridge student for the summer of 2014.
- You must be interested in a professional career that requires a postsecondary degree.
- You must have fulfilled your field tutoring responsibility throughout the 2013-14 academic year.
- Your parents/guardians need to support your involvement in the project.
- You must have participated in the UB job shadowing experience.
- Your work-study project can only be in Maryville, MO.

If Selected:

- You will be responsible for:
  - Helping to identify a work-study site and supervisor
  - Attending each day of work on time
  - Dressing appropriately for your site you are placed in
  - Writing a thoughtful thank you letter to your work-study supervisor
  - Completing an evaluation with your supervisor at the end of the 1st, 3rd and last week of your work study experience
  - Two-page essay about your work study experiences
  - Completing a work study program evaluation
- You will be accountable for your actions
- All communication with the work-study site will be handled by the student in a professional, timely manner.

Explanation of Awarded Stipend:

- If all the above conditions are met by the deadlines indicated, you will be awarded a stipend at the end of June and July.

**This is a competitive application process; positions will be limited to those that submit a completed application by the deadline and have good standing within Upward Bound.**
Upward Bound Work Study Project 2014

STUDENT APPLICATION

Submit this form to the Upward Bound office by Saturday, April 26th, 2014

Please type or print.

Name:
_____________________________________________________________________________

(First) (Middle) (Last)

Birth date: ___________________ Gender: (please circle) female male

Street Address: ________________________________________________________________

City: ______________________________ State: ________ Zip: _____________ Grad year: _________

Name of High School: _____________________________________________________________

What is your current cumulative grade point average (GPA)? ______________

Do you have 2 or more unexcused absences from field tutoring? Yes No

Have you participated in Upward Bound job shadowing before? (Please circle) Yes No

If you answered “no” then you are ineligible to participate in work-study this year. You must first successfully complete a summer job-shadowing experience.

Briefly describe your prior UB job shadowing or work study experience.

Please attach an essay that includes the following:
Why are you interested in this work study opportunity? What are your career goals? What type of skills/experiences do you hope to gain if you are selected? How will a work study opportunity help you achieve your career goals?

Please list (in order) any place(s) of business or companies you are interested in working with. Be as specific as possible to ensure suitable placement.
See the back of this sheet for possible ideas or list an idea of your own.

1. _________________________________ 2. _________________________________
3. _________________________________ 4. _________________________________
Possible Work Study Locations

Below are a few locations that have been used in previous years. Feel free to suggest something that is not on this list.

- Head Start/Daycare
- Chamber of Commerce
- U.S. Dept. of Agriculture
- Missouri Dept. of Transportation
- Humane Society
- Hospital – (please specify which department)
  - Veterinary clinic
  - Real Estate Agent
  - Landscaping
- Restaurant Management
  - Attorney
  - Dentist
  - Bank
- Newspaper
- NW Missouri State University Student Affairs
- Funeral Home
- NW Missouri State University Information Tech Dept.
  - Radio Station
  - Fitness Center
  - Nursing Home
- Printing company
- Chiropractic center
2014 UPWARD BOUND SUMMER
JOB SHADOW / WORK STUDY PROJECT

PARENT / GUARDIAN PERMISSION FORM

Student’s Name: ___________________________________  _____________________
(First)                           (Middle)                                (Last)

Parent / Guardian’s Name: ____________________________________________________

Street Address: ________________________________________________________________

City: __________________________ State: ____________ Zip: ______________

Daytime Phone: (     )             Evening Phone: (     )

Transportation:

_____     Student will take advantage of Upward Bound provided transportation to and
from the job shadowing or work study site.

_____     Student will provide his/her own transportation to and from site. I will not hold
Upward Bound responsible or liable for any actions that may occur before arriving at the
chosen job shadowing or work study site, while at the site, or prior to returning to
Northwest Missouri State University for check-in. **Mileage reimbursement is provided.**

I give the Upward Bound program permission to allow my student to participate in the
job-shadowing or work study project. I have read and understand the goals and
expectations set for my student in this program.

_________________________________                          ______________________
Signed Parent / Guardian                          Date

Please return this form to the Upward Bound office by **Saturday, April 26\(^{th}\)**. Thank you.