

Academic Year Project Guidelines

Purpose: The project should seek to extend the experiences in mathematics or science of the participant (not simply duplicate previous work) and, if possible, should contribute to the participant's school or community. The project is to be selected by the student with the approval of the mentor and the UBMS staff as an extension of the summer session activities.

A. The Proposal: With the guidance and assistance of his/her mentor, the participant will develop and submit to UBMS a proposal for the project. (The purpose of the Proposal is so that we have an idea of what you are trying to accomplish. We want to make sure that you are doing something of some consequence, but we also want to ensure that you are not attempting too much to be accomplished reasonably.)

The proposal should:

1. describe the chosen project and show how it will contribute to a solution for some problem. (i.e., *Why did you select the project?*)
2. include a projected general timeline for the accomplishment of the project, including suitable "milestones" and a tentative completion date. (i.e., *Set a schedule for yourself.*)
3. identify available resources, including assistance from others if utilized. (i.e., *What will be needed? What's available?*)
4. indicate how the results or outcomes will be disseminated. (i.e., *What will you do with the results?*)
5. provide assurances that any live test subjects involved will not be subjected to cruel treatment or exposed to potentially hazardous situations or materials.

The Proposal may be mailed or emailed (use "UBMS Project Proposal" on the Subject line) to Tanya Riley.

B. Conducting the Project:

1. In conducting the project the participant should keep a journal of steps implemented. Journal entries should include the dates, specific actions taken and goals accomplished, if any, so that another researcher could reproduce the project "exactly."
2. The participant and mentor should periodically evaluate the progress being made and discuss possible improvements or refinements.

C. Upon Completion: A Final Report on the project is to be submitted to UBMS no later than April 30 (unless otherwise arranged). The final report may be in a form appropriate to the project (e.g., *videotape or snapshots showing the phases in the transformation of a plot of land into a wildlife habitat area*), but should be accompanied by a written report also.

*Unless it conflicts with prevailing school or conference rules and guidelines, the participant is encouraged to enter his/her project in a local, regional, or state Science Fair. This determination of conflict will be left to the participant and mentor or to the affected agency.

Participant Stipend Eligibility Guidelines

All Upward Bound Math and Science participants who participate on a full-time basis will be eligible to receive stipends. Payment will be up to \$100.00 per year during the Academic Year, \$15 for every Saturday Academy attended and up to \$15 per week during the Summer Session. The following guidelines will be used to determine participant receipt of stipends:

- I. Summer Component: (June-July)** During the summer component, the stipend will be based on *active participation* in UBMS classes and activities.
 - A. The participant must be in attendance and actively participate in order to receive the stipend. In rare cases and for good cause (to be determined by the Central Staff) the participant may be excused from the summer session for a short time and re-admitted without prejudice. During the time the participant is not in attendance and actively participating, the stipend will be forfeited.
 - B. Participants will receive payment at the rate of \$15.00 per week. If attendance or participation is less than a "full week" the stipend may be prorated.
 - C. Participants must demonstrate satisfactory effort and performance, on a weekly basis, in order to receive weekly stipends. The UBMS staff will determine "unsatisfactory performance."
- II. Academic Year: (September - May)** During the Academic year, receipt of the stipend (up to \$100 per year) will be based on:
 - A. Enrollment in Math and Science Classes: The participant must continue to enroll in college prep math and science classes each year. In the event that a participant has completed all of the courses in math and/or science offered by his/her local school, the school counselor should certify this to UBMS so that the participant may receive the stipend
 - B. Mentor Meetings: The participant must attend and participate in at least 12 meetings per year (about 1 - 2 meetings per month) with his/her local mentor. The mentor must send documentation.
 - C. Individual Project: The participant must make satisfactory progress in accomplishing the goals of an individual project selected by the student with the approval of the UBMS Central Staff and the local mentor as an extension of the summer session activities. The project should seek to extend and/or expand the experiences of the participant in Math, Science or Technology, and, if possible, should contribute to the participant's school or community. A Final Report on the project is to be sent to UBMS in April.
 - D. Class Progress: Participants must demonstrate satisfactory performance in all high school classes in order to receive the stipend. The mentor and UBMS Central Staff will determine "unsatisfactory performance." At the end of the first semester the participant will send UBMS a copy of the first semester grade card, and at the end of the school year, a copy of the participant's final grade card. These will serve as written documentation of annual progress for the participant.

The academic year stipend will be paid in **three installments**.

- (1) Payment will be authorized at the end of October if UBMS has received (a) copy of final grade card from the spring semester (showing satisfactory class progress), and (b) updated fall enrollment information (showing continuation in college prep math and science classes). The October installment will be up to \$30.00 if documentation is postmarked by October 30, but only up to \$15.00 if postmarked later.
- (2) Payment will be authorized at the end of January if UBMS has received (a) copy of all grades for the first semester and (b) evidence of mentor meetings. The January installment will be up to \$30.00 if documentation is postmarked on or before January 30, but only up to \$15.00 if postmarked later. (Extra time may be allowed if semester ends later.)
- (3) Payments will be authorized at the end of April if UBMS has received (a) documentation of the completion of all required meetings with the mentor and (b) the Final Report for the project. The April installment will be up to \$40.00 if the documentation is postmarked by April 30, but only up to \$20.00 if postmarked later.