

FREQUENTLY ASKED QUESTIONS

We know that working for Upward Bound asks a great deal of staff — the work can be both demanding and rewarding. Below we address questions regarding the mission and expectations.

What is the mission of Upward Bound?

Upward Bound is a federally funded education program designed to provide low income and first generation college-bound students develop the skills and develop the motivation to succeed in postsecondary education.

Who is served by Bowdoin Upward Bound?

Bowdoin UB works with one hundred students throughout the year from 18 target high schools located in three Maine regions—Northern Aroostook County, Washington County, and Central/Midcoast Maine. High school sophomores are selected based on criteria that include both the need for services and the ability to do the work required of them. Students complete an application and an interview and are notified by May 1st of their acceptance.

What happens during the Upward Bound academic year?

Students participate in UB for two years, attending the Bowdoin residential session for two consecutive summers and receiving outreach services from UB during their junior and senior years.

UB employs five full and part-time staff and maintains an office at Bowdoin throughout the school year. Staff travel to target high schools to meet with participants one-on-one monthly as well as sponsor occasional state-wide programming. Academic year services include:

Tutoring	Fee waivers	Financial aid counseling
Academic advising	Scholarship searches	Conferences/Cultural events
SAT prep	College guidance	College Visits

What is offered during the summer session?

All one hundred UB students live in residence for six-weeks and enjoy a college-going experience with the supervision and support of caring staff. Students take college preparatory classes during the weekdays including lab science (chemistry for juniors, physics and microbiology for seniors), math and writing. During the afternoons students participate in foreign language classes and a wide array of elective workshops. In the later afternoon and early evening students have free, open campus time. All students are expected to attend all meals in the UB dining hall. During the evening hours students participate in a group study with their Teaching Assistant, receiving tutoring and academic support. In addition to the core curriculum, students also participate in seminars on college admissions, SAT preparation, financial aid, first-year transition and career awareness. Each week, students attend a guest speaker series on a wide range of topics. For information on weekends please see below.

What is a typical weekday like for a Teaching Assistant?

While Teaching Assistants work closely with a small group of 8-10 advisees, they also have a great deal of interaction with the program as a whole, attending meals and residing in and supervising the single sex dorms. All staff go to breakfast with students at 7:30a.m. and then head to classes Monday through Thursday, 8:00 – 12noon. At noon all students and staff gather for the daily student-run forum for announcements and news before lunch. After lunch schedules vary—one afternoon a week is reserved to teach a workshop, one for a dorm supervision, the remaining are freetime. Dinner is served at 5:30pm. TA's gather their advisee groups for study time from 7:15-9:15pm. After study time all students and staff head back to the residence halls for snack break. At

9:45pm TAs assist with student check-in and supervision of the cooperative living program. At 10:30pm TAs assist with the supervision of lights out. One night a week TAs are on call for overnight duty—this means simply that, in the event of an emergency, that TA's door will be knocked on first.

What other summer positions are available?

Office Assistant: Responsible for assisting Judy Ebert with supporting UB faculty and staff. Office responsibilities include but not limited to: referring phone calls, delivering messages, stuffing mailings, word processing, filing, organizing, purchasing and organizing supplies for workshops and activities. Residential responsibilities include: supervise dorm, teach a weekly workshop, chaperone weekend trips and activities.

House Manager: Responsible for overseeing the cooperative living program and the health and cleanliness of the three UB dormitories. Duties to include but not limited to developing list of weekly student chore rotation, ordering chore area supplies, designing and maintaining dorm bulletin boards, assisting with dorm programming, assisting with all aspects of dorm supervision including check-in and lights out. Other responsibilities include assisting a TA during study time, teaching a workshop, leading weekend events, liaison to the Program Nurse and identifying and assisting students who need health care services.

Trip Coordinator: Responsible for developing and scheduling all college visiting trips. Duties to include making appointments with colleges, arranging accommodations and meals, budgeting, booking transportation, advertising trips, selecting students for trips, training chaperones and putting together trip supplies (maps, med-kits, detailed itineraries, money, phone numbers.) Residential responsibilities include: supervise dorm, teach a weekly workshop, chaperone weekend trips or activities, assist a TA during study time.

Bridge Teaching Assistant: Responsible for assisting the Bridge Director and providing support to all Bridge students. Bridge is a separate program within UB serving 10-12 of our high school graduates who will be attending their first year of college in the fall. Bridge students take College Writing 101 and Art History. They also have a job in the afternoon and study hours in the dorm at night. The entire Bridge program takes a 4-day trip to Washington D.C. during the session. The Bridge TA combines academic support, residential support and assistance with planning for the first year in college.

What are the weekends like?

Upward Bound weekends are packed with cultural activities, day trips, overnight trips and dorm programs. Examples of these are: leading a day hike at Morse Mt., supervising a trip to a Seadogs baseball game, chaperoning a tour of the city of Boston, hosting Family and Friends day, competing with your group in a mock Olympics, helping set up a student Talent Show, DJing and supervising a dance, leading a beach day trip and flipping burgers at the Saturday cook-outs. Residential staff have many duties on the weekends—it's a busy and fun time and a great time to get to know students better!

When do summer staff have time off?

TA's have one 24-hour period off a week—for example Thurs. noon through Friday noon. Each residential staff member also has one weekend off during the six-week session, usually Thursday night through Sunday evening. If a staff member has a particular weekend that they prefer to take, we ask them to let us know in advance of the summer so that we can accommodate.