



KU TRIO SES & STEM




PARTICIPATION HANDBOOK



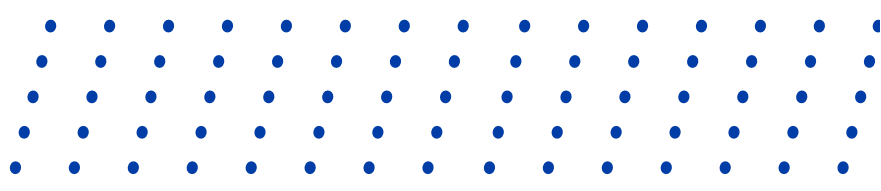
Programs:

- Supportive Educational Services (SES)
- STEM and Health-Related Careers (STEM)
- Chi Alpha Epsilon (XAE)
- Fostering Jayhawk Success
- Opening Paths to Individual Opportunity and Success (OPTIONS)
- TRIO Peer Tutoring



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WELCOME TO TRIO!



Whether you are a returning participant or a student who was just accepted into our TRIO SES & STEM program, we welcome the opportunity to assist you in your academic journey.

In order to answer questions you might have regarding TRIO SES & STEM our staff has prepared this handbook. The first part of the TRIO SES & STEM Participant Handbook includes information about our staff and the services we provide.

This section also includes a copy of the student participation agreement you signed during your first meeting with your Student Success Specialist.

The second part of the Handbook offers ideas and tips related to developing your study skills, including time management, productive procrastination, and active listening.

Please take a few minutes to review these suggestions and ideas. Do not forget that this document is intended to be used as a starting point for further discussion and that the TRIO SES & STEM team has their doors open to assist you in making your time at KU an enjoyable and successful experience.

Best wishes and have a great semester!

The TRIO SES & STEM Team

TRIO
SES & STEM

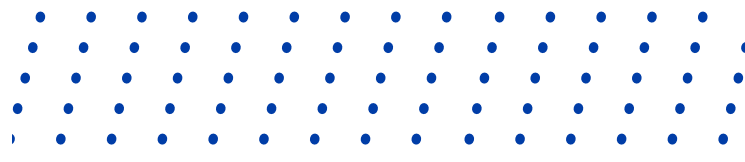


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WHAT ARE TRIO SES & STEM?

TRIO SES & STEM are much more than programs; we are a community. Our dedicated and experienced staff provide a welcoming, supportive, and inspiring place for students who are navigating the challenging environment of the University. As part of KU's Center for Educational Opportunity Programs, TRIO SES & STEM aim to increase the college retention and graduation rates of participants, and to help them make the transition from one level of higher education to the next. TRIO provides comprehensive, personalized support services to eligible students, helping them achieve academic success and graduate with a bachelor's degree. We also support students as they prepare for graduate school and for success in a global environment.

Your Goals Are Our Goals!

We want you to stay in school, get the best grades possible, and GRADUATE!

What is TRIO?

TRIO programs (once a group of three initiatives, now eight) provide academic and personal support for eligible students (including Veterans) from middle school to postbaccalaureate programs. TRIO programs are administered by the U.S. Department of Education.

What is TRIO Student Support Services?

TRIO SES & STEM is part of a Federal program known as TRIO Student Support Services. Nationally there are more than 1,000 SSS projects across the nation who help eligible students complete their bachelor's degree. Funded under Title IV of the Higher Education Act of 1965, Student Support Services is one of the eight types of Federal TRIO programs aimed at equal access to higher education for students who have been historically underrepresented.



TRIO SES & STEM Staff

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Carsten Holm, Student Success Specialist for TRIO SES

Adjunct Advisor for TRIO SES & STEM

Michelle Wilson, Academic Coordinator for TRIO SES & STEM

TRIO SES & STEM SERVICES

TRIO SES & STEM provide a variety of services to help students attain their academic goals. The majority of services are provided by a Student Success Specialist during individual meetings throughout the semester. In some cases, students will also be referred to other campus offices for additional services not available at TRIO SES & STEM.

Assigned Student Success Specialist

Each participant is assigned an individual advisor, called a Student Success Specialist (SSS), who provides mentoring and a variety of advising services to help ensure that students are academically successful. The SSS creates a semester plan with each student at the beginning of a semester and maintains contact with the student at least 4 times throughout the semester.

Individual Needs Assessment

Students complete an Individual Needs Assessment with their assigned SSS at the beginning of each year. The assessment helps identify areas of strength and areas for development and establishes semester goals.

Academic Advising & Course Selection

Students receive academic advising throughout the academic year by their SSS. Students with less than 60 hours in the College of Liberal Arts and Sciences (CLAS) or who have not been assigned a departmental advisor may use their SSS as their primary advisor for enrollment purposes.

Financial Aid Literacy & Advising

All participants are required to have at least one contact with their SSS related to financial aid and financial literacy. TRIO SES & STEM staff maintain information on scholarships and financial aid opportunities and work closely with KU Financial Aid & Scholarships to assist students in addressing financial aid issues.

Career Exploration and Planning

Students can receive assistance from their SSS and referrals to the University Career Center in learning about career opportunities, assessing interests, and making career and professional choices. Students can also request help in developing resumes and interview skills.

Graduate School Counseling

Students can receive assistance from their SSS in researching graduate or professional programs and submitting applications and financial aid materials for those programs. Students with an interest in earning a doctoral degree are also encouraged to apply to the McNair Scholars Program at mcnair.ku.edu.

Course-Based Tutoring

Students may request individual tutoring for a maximum of two classes per semester by seeing their SSS. Tutoring sessions are held regularly, usually twice a week per class for 50-minute sessions.

Math & Writing Drop-in Lab

Students can receive math and writing tutoring on a drop-in basis from graduate or high achieving undergraduate students.

Professor Contacts

TRIO SES & STEM staff will contact instructors of tutored courses each semester to coordinate efforts aimed at student learning.

Cultural Enrichment Activities

Students can participate in TRIO SES & STEM cultural opportunities throughout the year such as Lied Center ticket events, potlucks, field trips, and an annual Recognition Reception.

Workshops

Students can participate in study skills and other types of workshops offered by TRIO SES & STEM staff. Workshop topics vary by semester and include test-taking, time management, reading comprehension, and note-taking.

Technology Support & Free Printing

The TRIO SES & STEM office has several computer stations available for student use during open office hours, and provides participants access to free printing. There are also a limited number of laptops and scientific calculators available for check out.

OPTIONS

TRIO SES & STEM staff co-coordinate the Opening Paths To Individual Opportunity and Success (OPTIONS) program designed to assist incoming freshmen with their transition to KU. Learn more at ses-stem.ku.edu/options.

Fostering Jayhawk Success

Students that have had experience in the foster care system can receive additional personal support from TRIO SES & STEM staff and a network of campus professionals that have knowledge of programs and policies that may impact them.

TRIO Grant

Participants can apply for a TRIO Grant each academic year. Eligibility is based on financial aid information. Funds are provided by the U.S. Department of Education and KU Student Senate.

Peer Tutoring at TRIO SES & STEM

Where do I begin?

Peer tutoring begins with your SSS, who will then schedule a meeting for you with your Academic Coordinator (AC). The AC is responsible for matching you with a tutor(s).

Who provides tutoring services?

We have assembled a highly qualified and talented group of your peers to assist you with your classes. Our tutors are not only well-versed in the subject area they tutor, but also are knowledgeable about test preparation, learning difficulties, study habits, and time management.

How does it typically work?

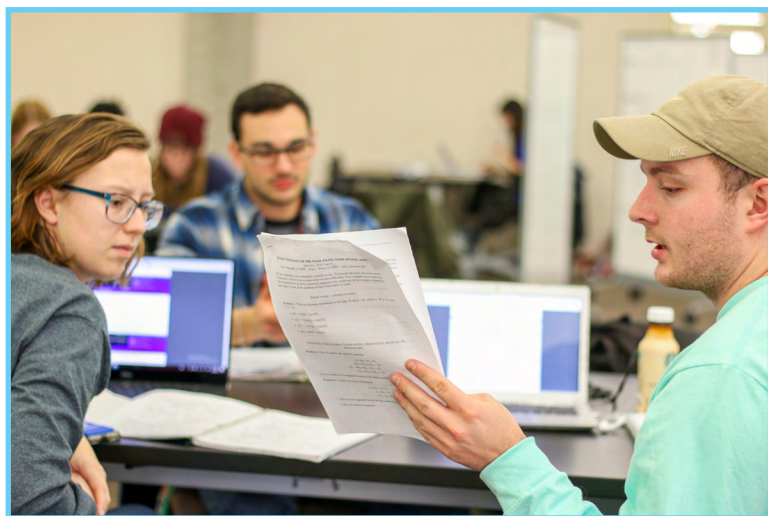
Tutoring typically occurs between 8:00 a.m. — 5:00 p.m., Monday through Friday in Room 6, Strong Hall or in a public, on-campus location. Additional times and locations are available with the AC's approval. Due to COVID-19, all tutoring sessions will be virtual for the Fall 2020 semester.

In the event that the AC does not have a tutor for the subject you have requested, the AC will make every attempt to locate a tutor for you. **While we have a remarkable success rate in finding tutors, we cannot guarantee that we will locate a tutor for each request.**

Student Responsibilities

It is your responsibility to attend all sessions prepared and on time. If you miss sessions, your tutoring may be canceled.

- Both excused and unexcused absences are considered an absence.
- Sessions are a minimum of 50 minutes on the same day and time each week.
- Rescheduling sessions are to be kept at a minimum and are contingent on the tutor's availability.



WHO ARE PEER TUTORS?

A successful peer tutor is a HELPER

A peer tutor as a helper is a combination of a teacher and a student.

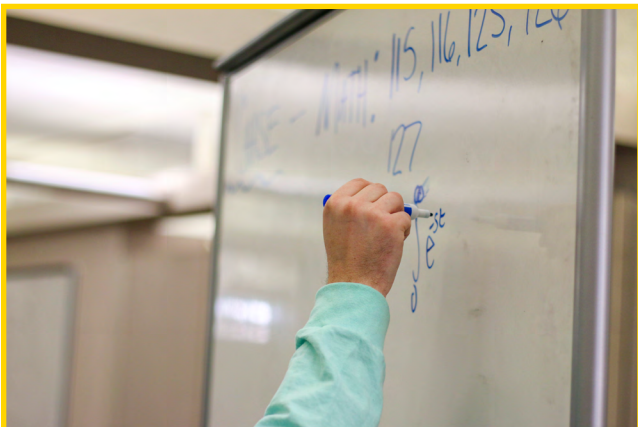
- The teacher assists the tutee in a professional manner to understand class material.
- The peer tutor understands and empathizes with the tutee's difficulties in the subject.
- The tutor is patient when working through obstacles with the tutees.
- The tutor helps the tutees become independent learners and self-advocates.



A successful peer tutor is a ROLE-MODEL

A peer tutor as a role-model is a successful student and serves as a resource.

- A tutor is not an expert and is not expected to know all the answers!
- A tutor serves as a role-model by providing examples that participants can follow, such as examples of study strategies that have worked for them.
- A tutor acknowledges when they are unsure of something and encourages students to use other resources that are available.



HOW TO PREPARE FOR YOUR PEER TUTORING SESSION

Tutoring sessions are meant to serve as supplements to classroom activities, not substitutes.

Attend every class—Without your knowledge of what is happening in class, you limit your tutor's ability to help.

Take good notes—When tutors can see what has been covered, they are in a much better position to guide you.

Anticipate your needs.

Plan out your semester with your syllabus. Keep in mind due dates for assignments and exams.

Be punctual and prepared.

Appointments are limited to fifty minutes; arrive on time.

Bring all your materials (text, class notes, assignments, laptop, etc.) to stay on task.

Review your notes and attempt homework prior to your session.

Remember—You made the appointment, so you are the one who directs the session. **The more specific your purpose, the more productive your session will be.**

Be an active member of the session.

Sessions are meant to be an active dialogue; the tutor will listen and respond, but the tutee should do most of the talking.

Tutors cannot do the work for you, nor should they be expected to provide all of the answers, or know your exact instructors.

- For instructor specific assistance visit your instructor's office hours.

Tutoring sessions are your opportunity to ask questions and seek clarification; it is also a time to develop your own problem-solving techniques under the guidance of a tutor.



FAQ: TRIO PEER TUTORING

What is the TRIO SES & STEM tutoring philosophy?

TRIO SES & STEM believe that peers tutoring peers is an effective tutoring approach. As such, TRIO SES & STEM hire tutors that can work with students from the perspective of another student and help in a variety of ways in preparing for class.

What can I expect from my TRIO SES & STEM peer tutor?

Tutors for TRIO SES & STEM are students just like you. They have at least 12-15 hours in the subject area they tutor with a 3.0 or higher GPA. TRIO SES & STEM tutors are expected to assist students in understanding material and content from KU classes. They can do this by using a number of different techniques and tutoring styles. Although TRIO SES & STEM tutors are well prepared and receive training, they are not instructors of the course and cannot be expected to have all the answers.

What does my peer tutor expect of me?

TRIO SES & STEM staff expect you to show up to each of your tutoring sessions:

1. On-time
2. With your textbook/s and syllabus
3. Having reviewed material from prior lectures and/or labs
4. With goals for the session, including questions you have

Am I guaranteed a peer tutor?

TRIO SES & STEM staff will make every effort to locate a tutor for you; however, we cannot guarantee that a tutor will be found for all courses. For some classes at KU, it is very difficult to locate a tutor. Students may be encouraged to receive tutoring in small groups if a one-on-one arrangement cannot be made.

Can my peer tutor do my homework?

Tutors are not allowed to do your homework for you. Within the guidelines of university policy, they will assist you in doing your own homework. Tutors are asked to be aware of the amount of homework discussed during sessions and if the tutor believes that the homework is taking up more time than is appropriate, they are asked to inform the Academic Coordinator.

Can I switch peer tutors?

TRIO SES & STEM set high standards for tutoring. As such, we believe our tutors are well qualified to work with our students. If a student wishes to change tutors, they must make an appointment with the Academic Coordinator to discuss the change. All decisions on changes are at the discretion of the Academic Coordinator and Director.

FAQ: TRIO PEER TUTORING

Is my peer tutor a specialist in learning disabilities?

While peer tutors receive specialized training in a variety of topics, they are not learning disability specialists. They are students just like you.

Can I schedule a make-up session if I miss my regularly scheduled tutoring session?

Students who miss tutoring sessions may request a make-up session; however, it is at the discretion of the peer tutor if a session is scheduled. It must be made up during the same week.

How long will my peer tutor wait for me if I am late?

Peer tutors are instructed to wait 15 minutes for students who are late to tutoring.

What if I miss a tutoring session?

Students are allowed to miss three tutoring sessions before the tutoring is suspended.

Students are considered absent if they do not attend their regularly scheduled session for any reason, including illness, prior cancellation, and other emergency and non-emergency situations. Students have the right to petition to resume tutoring that is suspended by contacting the Academic Coordinator within 3 days of the suspension notification. Students are encouraged to talk to the Academic Coordinator and Student Success Specialist for further clarification of this policy.

What if my peer tutor misses a tutoring session?

If a tutor is absent, the student must follow these steps:

1. Check email to see if the tutor has tried to contact you.
2. Notify the Academic Coordinator right away.
3. Attend your next regularly scheduled meeting with the tutor.
4. If the tutor misses twice, schedule an appointment with the Academic Coordinator. The Academic Coordinator will follow up with tutors.

What about feedback?

Twice a semester, your tutor will give you a survey asking for your feedback. Feedback from our students is essential to the continuous improvement of our program. Your answers will remain anonymous.

Tutors will also complete a feedback survey about the progress of their tutees. This feedback will be shared with the tutees' Student Success Specialist for further discussion.

PARTICIPATION AGREEMENT

Student Name: _____ KU ID: _____

Semester: _____ Fall _____ Spring _____ Summer Year: 2020-2021

I wish to participate in KU's TRIO Student Support Services Program because I share the goals of TRIO SES & STEM for students: to stay in college, to work to my highest potential, and to graduate with a bachelor's degree.

I will contact my assigned TRIO SES/STEM Student Success Specialist (SSS) at least four times this semester (three times if summer semester). During our contacts, I will complete a needs assessment and end-of-semester survey. I will discuss my current status and needs, develop semester goals and objectives, and review my progress toward my semester goals. I understand that these meetings will help maintain my enrollment in TRIO SES & STEM and make me eligible for continuing services.

_____ Initials

With the approval of my SSS, the following activities may count toward my required four contacts:

- attending a TRIO SES & STEM event or workshop
- meeting with the TRIO SES & STEM Academic Coordinator to arrange tutoring
- meeting with a career counselor at the University Career Center
- meeting with a financial literacy advisor with Student Money Management
- meeting with a financial aid counselor to review my financial aid awards and status
- attending a social or academic event that has been agreed upon with my SSS prior to the event

_____ Initials

If I receive group or individual tutoring services, I will: (1) **attend all tutoring sessions well-prepared and on time**; (2) notify TRIO SES & STEM of changes in my enrollment in a tutored class or of any decision to stop meeting with a tutor; (3) sign a Tutor Summary Report at the end of each tutoring session.

_____ Initials

I understand that my grades for tutored courses are my own accomplishments and responsibilities, not those of TRIO SES & STEM; **I understand that TRIO SES & STEM professional staff will contact my professors of tutored courses at the mid-point of each semester for an academic progress report, and any information obtained will be kept confidential.**

_____ Initials

I understand it is my responsibility to schedule an advising meeting with my academic advisor (departmental, UAC/ Adjunct, professional school) each semester to review my selection of courses and degree requirements. Upon admission to my major/minor, I am responsible for my enrollment and course selection with my designated major/ minor advisor.

_____ Initials

I understand that for the safety and well-being of all TRIO SES & STEM students and staff, disruptive behavior at TRIO SES & STEM will not be tolerated by the program. I understand that TRIO SES & STEM has the right to cancel this contract if disruptive behavior is observed in the TRIO SES & STEM office or during TRIO SES & STEM activities.

I understand that TRIO SES & STEM services can be cancelled if the program determines that I have compromised the academic integrity of the program and thus engaged in academic misconduct during TRIO SES & STEM activities. In addition, students who engage in academic misconduct will be referred to the Office of the Provost for consideration of other disciplinary actions. The academic misconduct policy is outlined in Section 6 of the University Senate Rules and Regulations (USRR) available online at <http://policy.ku.edu/governance/USRR>.

_____ Initials

I agree to the terms of this agreement. My continued participation in the program requires me to meet these responsibilities; therefore, services may be cancelled if I don't meet the terms of this agreement.

Signature: _____ Date: _____ Witness: _____

Agreement Valid for One Semester

PROTECT KU: TOGETHER FOR THE GREATER GOOD

As we prepare to welcome students, faculty and staff back to campus, we have developed a comprehensive plan that strives to limit the spread of COVID-19 and contribute to a health campus.

Here is a list of websites where you can find more information regarding COVID-19 and campus updates:

- <http://protect.ku.edu>
- <https://protect.ku.edu/campus-updates>
- <https://protect.ku.edu/students>
- <http://studenthealth.ku.edu>

I understand that as a student in TRIO SES & STEM and as a member of the KU Community, I have a responsibility to myself and others who may be at greater risk.

In agreement with the pledge to protect KU, I will;

- Wear a mask
- Wash and sanitize often
- Practice physical distancing
- Conduct daily personal health screenings.

I agree to the terms of this agreement. My continued participation in the program requires me to meet these responsibilities; therefore, services may be cancelled if I don't meet the terms of this agreement.

Signature: _____ Date: _____ Witness: _____

Agreement Valid for One Semester

