**For Advisors – Advising #1 Meeting Flow**

 **November 11, 2014**

**Portfolio**

* Ensure it is complete and neat (3-hole punch) – see checklist
* Distribute binder dividers – see supply closet
* Review/reinforce purpose and how to use the portfolio (captures academic progress, documents USP participation w/reflections, etc.)
* Discuss tutoring, classes

**Report Card**

* Review previous year grades – see Advising binder next to SHW’s desk
* Review current grades
	+ Were they surprised (pleasantly or not)?
	+ For each grade, prompt them to discuss the class – how is the grade determined (classwork, homework, quizzes, tests, projects, etc.)
	+ Review tardy and absent data
	+ Discuss metacognition, agency, USP support
* Make a copy and return the original

**Winter/Spring Placement**

* If the student has 2 or more “Cs” (or worse) explain the Winter Achievement Academy and distribute contract – see server Fall 2014 > Advising
* If in good standing, discuss class, elective tutoring, ICA options
* Excelling 10th and 11th graders – discuss UCourse options

**Goal Setting and Advising Self-Assessment Worksheet**

* Complete worksheet together and discuss – see server Fall 2014 > Advising
* When complete, add to portfolio

**Reminders**

 All students – winter intentions due ASAP; Thanksgiving potluck 11/19

 Enrollment confirmation needed by 1/9/15

**Urban Scholars – Fall 2014 Advising**

**Student Checklist**

My Portfolio Includes:

 \_\_\_\_\_ Placement Agreement

 \_\_\_\_\_ Tutoring Contract

 \_\_\_\_\_ Tutor Log

\_\_\_\_\_ Bi-weekly progress report(s)

 \_\_\_\_\_ Report Card

 \_\_\_\_\_ Graded Work (variety of grades)

\_\_\_\_\_ My advisor and I have reviewed last year’s and this quarter’s grades

\_\_\_\_\_ My advisor and I have discussed my participation this year and next semester

 \_\_\_\_\_ I must attend the Winter Achievement Academy

 \_\_\_\_\_ I will be in tutoring for the Winter/Spring Semester

 \_\_\_\_\_\_ Elective

 \_\_\_\_\_\_ Mandatory

 \_\_\_\_\_ I will be in a class for the Winter/Spring Semester

 \_\_\_\_\_ I will be requesting a program leave and will return the Winter 2015 Program Leave form

\_\_\_\_\_ I am interested in one of the following opportunities

 \_\_\_\_\_ Poetry Out Loud

 \_\_\_\_\_ Engineering Club – Bridge Building Competition

\_\_\_\_\_ I have completed and discussed the Self-Assessment Worksheet

\_\_\_\_\_ I have added to my portfolio the following:

* + - Quarter 1 grades
		- Self-Assessment Worksheet
		- Binder Dividers
		- This Checklist







**Placement Agreement – Winter Achievement Academy**

Because of your current GPA of \_\_\_\_\_\_\_\_\_\_\_\_\_, you are required to attend the Winter Achievement Academy (WAA) at Urban Scholars. This is a mandatory program for students below a 3.0 GPA. Should you choose not to participate, you risk being replaced and must reapply for admission.

* **WAA takes place afterschool from 1/5/2015 – 1/23/2015.**
* Each student will work closely with a tutor to focus on their most challenging subjects and prepare for mid-term exams.
* The commitment is **4 hours each week**, visiting twice (or more) each week.
* Program leave is **not allowed** for WAA.
* Students will create and maintain a **specific schedule** for WAA.
* Students will receive a **transportation stipend of $5/week** for WAA.

**Your WAA schedule will be**

\_\_\_\_\_\_\_\_\_ Monday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Tuesday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_ Wednesday from \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Thursday from \_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_ Friday from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I acknowledge that I understand the requirements above and will participate.

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 Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian Date



**Winter 2015 Program Leave Contract**

The Urban Scholars Program encourages students to participate in numerous enrichment and extra-curricular activities. We provide many of these including after-school classes, community service opportunities, outdoor recreation, college tours, field trips, and more.

However, students frequently desire to participate in other programs that help prepare them for college.

**IMPORTANT: Students are eligible for a leave from the program ONLY IF they are doing well in school. This means they must have a 3.0 GPA and no grade lower than a “C”. If a student chooses to neglect this rule, they must reapply for admission to the program at a later date.**

**REMEMBER: All students MUST attend their winter advising meeting between 2/23/15 and 03/05/2015.**

This document does 2 things:

1. Serves as a “**contract of understanding**” between the student, parent, and program.

2. **Guarantees the student may continue participation** in the Urban Scholars Program during and after their leave.

**If you agree to the above, please sign and return to the Urban Scholars office**

**REASON for program leave: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Length of program leave – include exact dates:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 Student Date

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 Parent/Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School/Program Official Date

**Advising #1 Debrief and Data First-Look**

**December 22, 2014**

**Objectives**

 Debrief overall experience and operations

 Brainstorm general topics for winter workshops

 Identify at-risk and high-achievers

 Collect data re: winter placements, poetry out loud, engineering, etc.

**Check-in Topics:**

 Sign-up/registration Student follow-through Timing and content

Flow and general approach Organizing/distributing materials Self-assessment use

 Portfolio quality Nature of action plans Student/advisor experience

Feedback/Suggestions?

**Winter/Spring/Summer Workshop Ideas**

 Content Areas

 Skill/Habits of Mind Areas

**Students at-risk (below 3.0 or social-emotional)**

 11th graders – final warnings issued?

**Data**

 WAA numbers

 GPA in database/spreadsheet – Quarterly?

**Required:**

Daryl P (11)

Raulina (11)

Anilson

Rashawn

Cassandre

Godson, Lauds (11)

Gabby P

Cristina Neto (11)

Yakub (11)

Christelle

Adilse

Iverson

Ayanne

**Recommended:**

Tresvonni

Cindy

Carlene

Rashane