



Hagerstown Community College TRiO Upward Bound Club

SYLLABUS 2014-2015

Club Advisor: Danielle Donovan, dmdonovan@hagerstowncc.edu

Club Description: The Upward Bound club has been created to: enhance student awareness for the Upward Bound program on campus; establish a scholarship fund for (UB) students attending college immediately following their high school graduation; and to create leadership or peer mentorship opportunities within the program. The Upward Bound program serves 70 students annually within four “target” Washington County public high schools (Hancock Middle-Senior High School, North Hagerstown, South Hagerstown, and Williamsport High School) who are college bound but may not have the necessary support/tools to get there. Students receive a variety of services through the program and have a dependable support system. The Upward Bound staff would like to maximize student support efforts by encouraging current college students, faculty, and/or staff to become more involved with the program in helping Upward Bound students succeed. All current students enrolled in credit courses (full or part-time) at Hagerstown Community College are eligible for membership in the TRiO Upward Bound Club.

Club Objectives:

- *Fundraising* – students involved with the Upward Bound club must be motivated to assist in fundraising efforts each year. Graduating Upward Bound high school students will have the opportunity to apply for one \$500 scholarship.
- *Mentoring* – As an HCC student, you may serve as a peer mentor for current Upward Bound high school students. You may assist in field trips as a chaperone, participate in community activities, assist with academic tutoring, etc.
- *Support Group* – During monthly meetings, the Upward Bound Club will also serve as a support group for students to discuss their struggles in college, as well as help each overcome common obstacles faced by a college student.

Student Learning Outcomes: Students will learn from each other on the best practices to be successful at a community college. Students will build on their communication and leadership skills by being involved with the Upward Bound Club. Most, if not all, students in this club will be a participant of the TRiO Student Support Services as well. Students will learn the value in a support network for those who may be the first in their families to attend college, in the hopes of completion.

Officers and Elections

- The elected club officers shall be President, Vice-President, Secretary, Treasurer, and SGA Representative. Any student taking credit courses (full or part-time) at Hagerstown

Community College is eligible to run for a position in office. Elected officers shall perform their duties as prescribed in the by-laws of this constitution.

- Nominations for officers will be made by the members of the TRiO Upward Bound Club. The nominated student may choose to accept or decline the nomination. A student may also self-nominate themselves during the election process.
- Elections will be held within the first three weeks in September at the beginning of each fall semester in order to allow incoming freshmen opportunities to vote and run for a leadership position.
- Candidates who wish to run for an officer position must commit to being an active member of the TRiO Upward Bound Club for the full school year.
- Each elected candidate will assume their position on the day of the election.
- If at any point during the year there are vacant offices, current officers shall appoint a member of the TRiO Upward Bound Club to fulfill that position. A majority vote of club members is needed to approve the appointment.

Meeting Information:

- Meetings will be held once per month in the TRiO Upward Bound conference room, the Advanced Technology Center, room 209.
- Upward Bound club meetings will be geared towards providing a support group for students who are currently enrolled at HCC where they can share their experiences and struggles with each other; as well discuss new ideas for how Upward Bound staff can improve the program for upcoming participants.
- A majority vote of members in good standing who are present at monthly TRiO Upward Bound Club meetings will be sufficient for adopting any proposed action or regulation.
- The president of the TRiO Upward Bound Club may call a meeting of the members or officers at his/her discretion when such a meeting becomes necessary.
- If needed, committee meetings shall be held at a different time than the monthly TRiO Upward bound Club meetings to discuss committee topics for the monthly meeting agenda.
- The SGA Club Representative is required to attend the monthly SGA meetings, which are held on the third Thursday of each month at 3:00pm in the Student Center.
- The proposed schedule is subject to change based on student semester schedules.
 - Tuesday, October 28, 2014 at 4pm (start-up meeting and introductions)
 - Tuesday, November 25, 2014 at 4pm
 - Tuesday, February 25, 2015 at 3pm
 - Tuesday, March 31, 2015 at 3pm
 - Tuesday, April 2015 at 3pm
 - Tuesday, May 2015 at 3pm
 - Tuesday, June 2015 at 3pm

Services for Students with Special Needs: Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Support Services at 240-500-2273 or 240-

500-2628 as early in the semester as possible. Reasonable accommodations—based on current documentation—are provided to qualified students.

Code of Student Conduct: The college has established rules relating to academic integrity and behavior that students must follow. Students are expected to produce work that is the product of their own learning and academic effort. Policies and regulations for the Code of Student Conduct are published in the [HCC Guide: A Handbook for Students](#).