PEOPLE Summer University (PSU) 2021
Participant Handbook

Partners in College Access and Success
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PEOPLE Summer University UNITS & STAFF ROLES

Staff members highlighted yellow speak Spanish, Staff members highlighted blue speak Hmong

Administrative Unit
Gail Ford | PEOPLE Director | gail.ford@wisc.edu | 608.206.3616
Kia Hunter | Assistant Director – PEOPLE Madison | kia.hunter@wisc.edu | 608.235.2197
Shanee McCoy | Assistant Director = PEOPLE Milwaukee | shanee.mccoy@wisc.edu | 608.280.1635

College and Career Kick-Start (CCK)
Simon Ly | CCK Lead | ly6@wisc.edu | 608.219.3714
Jacklyn McHugh | CCK Coordinator | Jacklyn.mchugh@wisc.edu | 608.279.6249

College Life
Guadalupe “Lupe” Granados | College Life Lead | Guadalupe.granados@wisc.edu | 414.435.8563
Denasha Osborn | College Life Lead | dnosborn@wisc.edu | 608.576.1937
Monica White | RM & College Life Coordinator | 414.305.4958

Educational Content
JJ Andrews | Assessment Specialist | jj.andrews@wisc.edu | 608.279.6287
Sandra Vega Semorile | Science Teaching Specialist | Sandra.vega-semorile@wisc.edu | 608.294.0751
Matt Zeller | English & Thrive Teaching Specialist | matt.zeller@wisc.edu | 608.733.1072
Olubukola “Bukky” Leonard | Math Teaching Specialist | bukky.leonard@wisc.edu | 608.733.1058

Summer Office
Daniel Alurralde | Classroom Manager Lead | alrruralde@wisc.edu | 608.852.6509
Simone Momon | Office Support Lead | simone.momon@wisc.edu | 414.305.5793
Jonas Gomez Tijerino | Office Support Lead | jigomez2@wisc.edu | 608.852.3486

Team Building and Character Development (TBCD)
Timothy Love Jr. | TBCD Lead | tlove4@wisc.edu | 414.305.5771
Paul Ly Tong Pao | TBCD Lead | paul.lytongpao@wisc.edu | 608.219.4834
Jou Xiong | TBCD Lead | jxiong48@wisc.edu | 414.559.8668

Seasonal Staff for Summer 2021
Our Seasonal Staff ensures our students experience exciting, challenging, and valuable summer classes. These staff members will interact directly with our students during the summer. A complete list of seasonal staff members, their roles and contact information will be provided at a later date.

Program Summer University (PSU) Overview

PEOPLE Summer University (PSU) is PEOPLE’s annual summer programming for its participants. PSU aims to build cognitive strategies, strengthen academic skills, and allow students to explore college life. PSU is made up of commuter, virtual, and residential programming that includes math and writing development, assessment skill building, science exploration, research exposure, college life engagement, and major and career interest development. Students also engage in social/emotional wellness and teambuilding and character development activities. PSU is mandatory for all PEOPLE participants.

PSU and “P” Level Descriptions
PSU I [P1] | Rising 9th Graders | 2-day commuter program
- Students will engage in teambuilding, academic planning, and goal setting activities. Programming will take
place in the students PEOPLE service area, Madison or Milwaukee.

PSU II [P2] | Rising 10th Graders | 2-week virtual program
- Students will engage in virtual programming including academic enrichment, assessment building, college life engagement, social emotional wellness, and teambuilding activities. Some teambuilding opportunities will be in-person.

PSU III [P3] Rising 11th Graders | 2-week residential program
- Students will engage in virtual programming including academic enrichment, assessment building, college life engagement, social emotional wellness, and teambuilding activities. Programming will return to UW Madison’s campus when we are allowed.

PSU IV [P4] | Rising 12th Graders | 5-week residential program
- Students will be placed in an internship experience based upon their field of interest. Students are assigned to an Internship Seminar (a course-based learning experience), an Internship Site (a company/organization-based learning experience), or a combination of Internship Seminar and Site. Students will also engage in College and Career Kickstart (CCK) programming that will prepare students for their UW Madison application, college and career exploration, and other professional opportunities. Programming will return to UW Madison’s campus when we are allowed.

PSU 2021 is VIRTUAL

Considering the global pandemic, PEOPLE will not deliver our traditional face-to-face summer residential program. Usually, we love the opportunity to bring our precollege students onto UW-Madison's campus. By housing our students on UW-Madison’s campus, we give them their first taste of college life — invaluable experiential learning that can only be appreciated by sleeping in the dormitories, eating in the cafeteria, attending the classes, and living in the world of a college scholar.

Given our current circumstances, we will be doing our best to bring the campus experience to your homes in a virtual environment. Our virtual summer university will focus on college readiness advising, professional development, career exploration, social emotional wellness, and academic enrichment. Although we cannot perfectly replicate the learning that happens with in-person social connections or the feeling of walking a college campus with your friends on a warm summer day, we hope that our students will have an exciting and valuable experience during our virtual time together.

Learning Accommodations
It is the policy of the University of Wisconsin-Madison to provide reasonable accommodations for students with special needs. Please consult with your Precollege Advisor or Coordinator if your child needs special accommodations to participate fully in the program.

Summer School Policy
Students who need to improve their grade(s) in a class can be conditionally excused from PEOPLE Summer University once we have a completed Summer Excusal Request form. However, for the excusal to be finalized, students must submit their summer grades by August 1st. All summer grades for classes retaken will be reflected in their PEOPLE file. Grades for any new class(es) taken will be reviewed in a separate summer academic grade review. All academic year policies regarding grades will apply.

Updated Contact Information
Please be sure PEOPLE always has the most updated contact information for you. Please note updating your contact information with your school DOES NOT ensure we will receive it.

Virtual Environment Safety Policies
Although the PEOPLE program will provide a safe virtual learning environment with trained staff members, the onus of ensuring safety and security when a student studies at home is on the parent and the student. We suggest establishing safety precautions to protect your student and their personal data while using the internet to study from home. It is essential that you monitor their online activity. At the end of their day, we suggest chatting with them about what they learned and how they used the web.
**Mandatory Reporting**
All PEOPLE staff, as well as all UW-Madison personnel, are mandated reporters. This means that all University employees, are required by law to report if they had a reasonable cause to suspect that a child has been abused or neglected or has been threatened with abuse or neglect that is likely to occur.


If you have any questions or concerns regarding this matter, please do not hesitate to contact an Assistant Director or the Director.

**Virtual Student Expectations**
We strive to provide a safe, productive learning environment -- to support this goal, we’ve established some behavior guidelines. Please refer to your Parent Partnership Agreement, the Disclosure of Dismissal Policies and Procedures, and the guidelines listed in this handbook to understand our behavior expectations. Not meeting these expectations disrupts the learning environment and put the safety and protection of all students in danger. Please be mindful that all academic year expectations are still required. See your academic handbook for a complete list

- Students must actively participate in their assigned weekly required classes
- Students who have limited internet access/technology will need to contact their PCA to review possible accommodations
- Students are expected to follow all established PEOPLE behavior expectations while participating virtually
- Students should keep all communication/interactions with classmates centered around educational experiences
- Students should only work with classmates between 9:00 - 6:00 PM, unless otherwise agreed upon by both families
- Students should be aware of background and personal appearance when interacting virtually
- Students should not share their screen or recordings with anyone who is not assigned to their class
- Students are expected to complete all assignments independently unless otherwise stated by their instructor
- Students are expected to complete and submit all assignments by the communicated deadline

**Virtual Parent Expectations**
PEOPLE is a partnership in which we need parents/guardians to take an active role in supporting PEOPLE’s efforts to ensure that students are ready and eligible for post-secondary education. We encourage full involvement with parents/guardians, for without their partnership, PEOPLE would not be successful. Please be mindful that all academic year expectations are still required. See your academic handbook for a complete list

- Parents should encourage a proper learning environment for your student
- Parents are not allowed in the virtual classrooms
- Parents should encourage students to attend class daily and on-time
- Parents should encourage timely submission of assignments
- Parents are encouraged to talk to you students about their learning experiences

**PEOPLE Disciplinary Policies**
The PEOPLE program is proud to offer college prep services to enrolled Wisconsin students free of charge. In return we ask that student fully commit to the program in principal and practice.

If a student is involved in an incident that requires discipline, the following process ensures the student has fair proceedings and an opportunity to participate in the process. This process also allows families to understand how our disciplinary process works and what actions may be taken up to program dismissal.
Immediately following the incident, the staff member involved must complete a *Precollege Incident Report* (PIR). This form documents the incident and allows the staff member to request additional follow up. PEOPLE staff members will their best judgement to determine the follow-up action, which includes:

- Staff/Student Conference
- Parent/Guardian Contact
- Parent/Guardian Pre-disciplinary Meeting* with Program Administrator and/or other appropriate staff

*The purpose of the *Pre-disciplinary Meeting* is to review the incident with the student and their family, allow the student to provide any missing or additional information, and allow the staff to ask questions to get a better understanding of what occurred. The pre-disciplinary meeting is optional for families.

*Pre-disciplinary Meetings* could result in:

- No Discipline Warranted
- Letter of Expectation issued to student/family
- Behavior Probation
- Program Dismissal

NOTE: Disciplinary action may be taken without the meeting if the family chooses to decline the meeting or does not show up to the scheduled meeting. If a family misses the meeting, the program will try to reschedule the meeting, but if the reschedule attempt fails, disciplinary action may be taken using the information available to the program staff.

Incidents that are physical in nature such as fighting, or harassment, require a parent/guardian presence at the *Pre-disciplinary Meeting*.

**Virtual Summer Schedules**

All PEOPLE students are expected to participate at an attendance rate of 85% or better is expected. All students who complete our virtual summer programming at an attendance rate of 85% or better will receive an educational stipend. Rising seniors will receive $500 and rising sophomores and juniors will receive $125. It is important your Precollege Advisor has a correct mailing address on file for you. Only students with a complete and correct W9 on file and attendance percentage of 85% or higher are eligible for this stipend.

PSU will run during the following dates:

- **PEOPLE Summer University II - P2/Rising Sophomores**
  - Monday, July 12, 2021 – Friday, July 23, 2021
    - Students are expected to participate in ~4 hours of programming each weekday with maximum of two 30-minute breaks.
    - Students will participate in a three-hour online assessment exam. The test window for P2 students opens at noon Friday, July 16, and closes at noon Saturday, July 17.

- **PEOPLE Summer University III - P3/Rising Juniors**
  - Monday, June 28, 2021 – Friday, July 9, 2021
    - Students are expected to participate in ~4 hours of programming each weekday with maximum of two 30-minute breaks.
    - Students will participate in a three-hour online exam. For P3 students, it opens at noon Friday, July 30, and closes at noon Saturday, July 31.

- **PEOPLE Summer University IV – P4/Rising Seniors**
  - Monday, July 5, 2021 – Friday, July 16, 2021
    - Students will be split into Cluster A (Morning Engagement) or Cluster B (Afternoon Engagement). Students are expected to participate in ~4 hours of programming each weekday with maximum of two 30-minute breaks.
# 2021 PEOPLE Summer Schedule

*Please note that this schedule repeats for 2 weeks.*

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>Math</td>
<td>Cluster A - Lesson</td>
<td>Science</td>
<td>Cluster A - PD</td>
<td>Thrive</td>
</tr>
<tr>
<td></td>
<td>P2/P3</td>
<td>P4</td>
<td>P2/P3</td>
<td>P4</td>
<td>P2/P3</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>English</td>
<td>Cluster A - Lesson</td>
<td>Academic Skills</td>
<td>Cluster A – College Life</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Cluster A - Lesson</td>
<td>Academic Skills</td>
<td>Cluster A – College Life</td>
<td>English</td>
<td>Cluster A - Lesson</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>break-</td>
<td>break-</td>
<td>break-</td>
<td>break-</td>
<td>break-</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>College Life</td>
<td>break-</td>
<td>break-</td>
<td>break-</td>
<td>break-</td>
</tr>
<tr>
<td>1:45 PM</td>
<td>TBCD</td>
<td>Cluster B - Lesson</td>
<td>Cluster B - Lesson</td>
<td>Cluster B - PD</td>
<td>Cluster B - PD</td>
</tr>
<tr>
<td>2:00 PM</td>
<td>TBCD</td>
<td>Cluster B - Lesson</td>
<td>Cluster B - Lesson</td>
<td>Cluster B - PD</td>
<td>Cluster B - PD</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>break-</td>
<td>Cluster B – College Life</td>
<td>Cluster B – College Life</td>
<td>Cluster B – College Life</td>
<td>Copy</td>
</tr>
<tr>
<td>4:45 PM</td>
<td>-end-</td>
<td>-end-</td>
<td>-end-</td>
<td>-end-</td>
<td>-end-</td>
</tr>
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**Key:**
- TBCD = Team Building and Character Development,
- PD = Professional Development,
- Thrive: Social/emotional learning program that gives students a space to discuss personal issues.
How to access Microsoft TEAMS

Our primary source of virtual programming has been through Microsoft TEAMS, so students should be very familiar with this software. However, we are including instructions just in case.

Students will receive an email inviting them to their PEOPLE Virtual Summer University spaces. It’ll look like the image to the left.

Students will need to download the Microsoft TEAMS app on their phone, laptop, or Chromebook. After downloading the app to their device, it will prompt them to enter an email address. Students should use the email address the invitation was sent to. If students have a Hotmail email address, they won’t have to create a password account; but if they have a Gmail or Yahoo, students will have to create an account with a password.

When students open the Microsoft TEAMS app, they will see the following tabs: Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and an ellipsis (…) to signify that there is more for you to view.

Students will use the tab Teams most frequently. This tab is where students PSU classes and activities will occur. There are “channels” that are labeled with different subjects to guide students to the right class (channel).

Please note, all sessions are recorded for safety, archiving, and University Youth Compliance. As always, if you need any assistance, contact your assigned classroom manager or PCA.

How to Make Your Phone a Wi-Fi Hotspot

Please note: additional charges may apply to your monthly bill for some plans.

**Turn on Wi-Fi Hotspot With iOS Devices**

To set up a personal hotspot on your iPhone or iPad, go to Settings then click Personal Hotspot and turn it on. If you don't see Personal Hotspot in Settings, tap Cellular then Personal Hotspot.
Allow your PC/iPad/Chromebook to connect to the hotspot. To do that turn on **Allow Others to Join**.

Be sure to make note of the Wi-Fi password.

Follow these instructions based on whatever iOS device you are using.
**Turn on Wi-Fi Hotspot with Android Devices**

The Wi-Fi hotspots on Android phones will depend on which device you have and which version of Android you're running. The general path is Settings > Network & Internet > Hotspot & Tethering > Wi-Fi Hotspot. A few examples are below:

**Samsung**

You can either pull down and tap the Mobile Hotspot option in the menu to activate. Or navigate to Connections > Mobile Hotspot and Tethering > Mobile Hotspot and toggle it on.

![Samsung Mobile Hotspot Settings](image)

**LG**

Pull down from the top of the screen and select Settings > Tethering. Then toggle the Wi-Fi hotspot switch to on.

![LG Tethering Settings](image)
PEOPLE Summer University **Frequently Asked Questions**

*What would I do if I cannot log into Microsoft Teams?*
If you cannot log into TEAMS, please connect your Precollege Advisor or your classroom manager. Emails and phone numbers of staff are located on page 2. Classroom Manager contact information will be provided to you on the first day of programming.

*Who do I contact if I cannot attend class?*
Email the classroom manager or a member of the office team if you cannot attend class. The email address is on page 3.

*Can I make up any missed days?*
No. Any missed class will count against your 85% completion rate and impact your educational stipend.

*My address changed during the summer; how do I update my address for my stipend?*
Please contact your Precollege Advisor to update any contact information, mailing address included.

*Who do I contact if I am having issues with my instructor or classroom manager?*
You should contact your Precollege Advisor if you are having issues for a seasonal staff member.

**A Big THANKS!**
Reading this handbook ensures you’re a well-informed PEOPLE family and have taken the first steps for a successful year. It is the responsibility of parents and students to read and understand the material listed in this handbook. Major points of the handbook are highlighted during the summer orientation presentation. If parents are unable to attend orientation, it is the responsibility of the parent to get the necessary information from the adult that attended orientation with the student.

Please contact your service area staff with questions in advance if you are unclear of any of our policies. Let make it a great summer of learning and building!