

THE UW-MADISON, DIVISION OF INFORMATION TECHNOLOGY PRESENTS...

ITA

Information Technology Academy

2009-2010

STUDENT/PARENT HANDBOOK



Last Updated: April, 2009

WELCOME

Welcome to the IT Academy!

ITA is one of the few information technology outreach programs for high school students in the State of Wisconsin, and the only program of its kind and scope in the Madison area. You have been chosen to participate in ITA because of your drive, perseverance, ambition, and intelligence. Congratulations.

Through hands-on training, mentoring, leadership development, community service, and internship opportunities, you will gain valuable skills and experience that you'll be able to use as a student leader and future career professional. You will serve as a role model to your peers, and should exemplify the spirit of determination and success.

We are proud of you and have great expectations for you!

-- Erica Laughlin, Program Director

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PREFACE

It is your responsibility to be aware of all of the information in this handbook. Please read it very carefully, and have your parent or guardian do the same. If situations arise which are not addressed in this handbook, administrative discretion will be exercised. ITA reserves the right to make emergency policies when necessary.

MISSION

In the spirit of the University of Wisconsin Plan 2008 diversity initiative, ITA's principal mission is to prepare underserved students of color and economically disadvantaged students for technical, academic, and personal excellence in today's Information Age. Through its dual focus on academic excellence and technological literacy, ITA prepares promising students for learning and leadership in the 21st century digital age, and continues the University of Wisconsin's tradition of excellence and service.

PROGRAM OVERVIEW

What is ITA?

A COLLEGE PREPARATORY PROGRAM. The number one mission of the program is to prepare students for competitive university admissions. As such, ITA scholars **spend a significant amount of time on college-prep & academic topics**, such as study skills, ACT test prep, leadership and work skills.

A TECHNOLOGY TRAINING PROGRAM. ITA is one of only a handful of information technology outreach programs for high school students in the State of Wisconsin, and the only program of its kind and scope in the Madison area. Students learn a variety of IT skills and software programs.

A RESOURCE FOR LEARNING & GROWTH. ITA's professional mentoring & tutoring components allow students opportunities to talk with college students and UW staff about their academic progress, school & career options, and many more issues.

What is the cost?

Nothing, except time & hard work!

What is the time commitment?

ITA is a 4-year program and requires a strong commitment on the part of students and their families. Students enter the summer before their freshman year in high school, and continue through their senior year. ITA scholars attend meetings & training sessions throughout the school year, 2 Saturdays a month from 9 a.m. – 4 p.m. In addition, there is a 2-week summer program in each of the first two years, a 3-week internship in the third summer, and a longer-term internship in the summer before senior year. Should students decide to come to the UW, there is an additional 8-week residential "Bridge to College" program which takes place during the summer before their freshman year in college. This program is required in order to be eligible for the scholarship. (See below.)

A FREE COMPUTER and a SCHOLARSHIP?

Yes, it's true. All students who successfully complete the first 2-week summer camp will be eligible to borrow a desktop computer, software, and dial-up internet connection for their use during the program. The computer remains the property of the UW, and must be turned in after four years, or upon request by the ITA Director. In addition, students completing all four years of the program, including the Bridge to College program during the summer before their freshman year in college, **and** who are admitted to an undergraduate degree-seeking program at the UW-Madison, will earn eligibility for a tuition grant for up to 4 years, paid for by some form of grant or gifts, including financial aid. Students must maintain eligibility for the scholarship by participating in the PEOPLE college scholars program while they are at the university.

What are the other benefits?

The benefits are too numerous to list completely, but here is a partial list of the benefits students receive:

- Valuable technology skills taught by professionals with state-of-the-art equipment
- One-on-One academic counseling & guidance
- Group and individualized tutoring (as needed)
- College-prep academic skills (study habits, test prep, etc.) taught by qualified instructors
- Work experience, both on and off-campus
- A network of people and resources who will help students to achieve their goals

What are the program requirements?

ITA requires students to maintain a 90% attendance rate at ITA meetings & training sessions, as well as a 94% attendance rate at their school. Please be sure to read the Academic Policy so that you fully understand program expectations in this regard. A positive attitude, respectful nature, and a strong work ethic are all also desired.

What happens at ITA meetings?

Meetings generally last all day (7 hours), and are composed of 5 components:

1. Academic Session: one-hour seminar on a topic related to study skills, ACT test preparation, leadership skills, work skills, or college life. Students will receive books and/or materials free of charge, and are expected to come to class prepared each day.
2. Study Hour w/Group Tutoring: The study hour is a required part of the meeting day, and is an opportunity for students to bond with each other and pool resources while working on their high school coursework. Usually occurring immediately before or after the Academic Session, students are asked to bring their school homework or a book to read. Tutors will be on hand and supervision is provided by ITA staff. Assignments will be given to students who do not bring work.
3. ITAction: ITAction is a time during which all ITA students participate fun, educational, and service-oriented activities designed to familiarize students from different cohorts and increase group coherence.
4. Lunch with Mentors: Students are paired with mentors, who provide general guidance and counseling to the students throughout their participation in ITA. Lunch meetings provide opportunities for the mentor and mentee to get to know each other and discuss a variety of topics.
5. Technical Training: Topics for the technical training follow a curriculum designed by ITA staff and qualified instructors. The curriculum closely follows the National Standards for Technology in Education, and is content-based. In addition, students may work toward any number of technical certifications.

What happens during the summer?

Summers are structured a bit differently. There will be no study hours, no lunches with mentors (unless arranged individually), and fewer academic sessions.

Summer camp during the first two years meets for 2 weeks, from 9 a.m. – 4 p.m. Monday – Friday, and students will be in computer lab for half of the day. The other half of the day will be spent in various activities, including:

- Team-building exercises (with Adventure Learning Programs) & group meetings
- Campus library sessions & facility tours
- Science labs (biotechnology, chemistry, space science & engineering)

Lunch will be provided. *Be sure to wear comfortable walking shoes each day during the summer camp!*

Students will participate in 3-week summer internships as they prepare to go into their junior year in high school. During the program, students will attend computer labs and will participate in field work in various departments around campus. After successfully completing the internship and all written assignments students will each receive a \$500 stipend.

During the summer before senior year, students will have a variety of experiences from which to choose. Some may be hired in 6-week paid internships, while others may choose to participate in career-related pre-college programs offered through the Medical School or College of Engineering. Paid interns often receive from \$1000-1600 for their work. More information will be given to students during their junior year, as they prepare for the Year 4 Summer Experience.

Finally, students who are accepted to the UW-Madison will participate in a 7-week residential program, in which they will take actual college coursework in preparation for their freshman year. Participation in the bridge program is a requirement to receive the tuition scholarship offered to ITA graduates. All tuition, room and board expenses are paid for by the UW, so there is no cost to students to attend the summer bridge program.

TECHNICAL CURRICULUM

The Information Technology Academy would not live up to its name without providing a top-notch technical education to its students. ITA scholars learn a variety of skills that will help them to succeed both in school and the workplace. Training is provided by the University of Wisconsin's Division of Information Technology, and some certification testing is provided by Inacom Information Systems, Inc. (<http://www.inacom-msn.com>). The curriculum is carefully planned by educators and administrators who take into consideration the National Technology Education Standards, among other factors. The 2008-09 curriculum is listed below, but is subject to change in 2009-10.



<p>Web Design & Responsible Use of CPUs</p>	<p>9th Grade Curriculum Web Development and Design</p> <ul style="list-style-type: none"> • Dreamweaver • Illustrator • Wiki Design and Coding <p>Media Creation and Presentation (Introduction)</p> <ul style="list-style-type: none"> • Photoshop • ACID • PowerPoint <p>Basic Computer Hardware and Maintenance</p>
<p>Multimedia Technology</p>	<p>10th Grade Curriculum Media Creation & Presentation (Advanced)</p> <ul style="list-style-type: none"> • Vegas (Digital Video and Audio) • ACID • Flash Animation <p>Web Development and Design</p> <ul style="list-style-type: none"> • Straight HTML and CSS Code <p>Add to student Portfolio with multimedia artifacts</p>
<p>Computer Science & Certification Programs</p>	<p>11th Grade Curriculum On-Campus Summer Internship</p> <ul style="list-style-type: none"> • Review of Software • Review of Tech Skills <p>Computer Service Fundamentals</p> <ul style="list-style-type: none"> • Hardware • Operating Systems (installation and theory) • Software <ul style="list-style-type: none"> ○ Drivers ○ Computer Protection Programs ○ Open Source vs. Proprietary Applications and Installations <p>Flash Interactivity and ActionScript</p>
<p>IT Career-Oriented Applications & Learning</p>	<p>12th Grade Curriculum Summer Internships and Research Experiences Community Service Team Project</p> <ul style="list-style-type: none"> • Create a product(s) for non-profit organizations • Manage these projects as a class <p>Learn new technical skills and practice learned skills to complete non-profit goals. New skills may include:</p> <ul style="list-style-type: none"> • PHP • Troubleshooting

- | | |
|--|--|
| | <ul style="list-style-type: none"> Adapting to changes in virtual world (new/old versions of software, new technologies, different OS, etc.) <p>Students may also use this year to earn more ITA/DoIT Certifications.</p> |
|--|--|

*This curriculum is revised often and guaranteed to change, pending availability of instructors and labs, and depending on student interests & current technology trends.

ACADEMIC CURRICULUM

As a college-prep program, ITA has as its mission to prepare students the best it can for entry into college. ITA scholars learn a variety of skills that will help them to succeed both in school and the workplace. Training is provided by ITA staff, professional consultants, and guest speakers. The 2008-09 curriculum is listed below, but is subject to change in 2009-10.

<p><u>9th Grade Curriculum</u></p> <p>Study Skills</p> <ul style="list-style-type: none"> Motivation General Study Strategies Sharpening Your Reading Skills Accelerating Your Memory Power Time Management Strategies Listening & Note-Taking Participation & Group Work Test Preparation Research Papers: Steps to Success Spelling & Punctuation Oral Expression 	<p><u>10th Grade Curriculum</u></p> <p>Leadership and Life Skills</p> <ul style="list-style-type: none"> Defining Leadership Power, Influence & Authority Consensus Team Building Gender & Leadership Encouragement & Appreciation Communication & Listening Tolerance & Diversity AIDS Awareness Managing Stress Teenage Physical and Mental Health Overcoming Adversity Creative Thinking Cultural Competence Writing a Resume & Cover Letter
<p><u>11th Grade Curriculum</u></p> <p>ACT Test Preparation</p> <ul style="list-style-type: none"> Introduction Diagnosis of Testing Issues Reading Mathematics English Science Reasoning Relaxation and Concentration <p>College Prep and Work Skills</p> <ul style="list-style-type: none"> Choosing a College The College Admissions Process Job Interviewing 101 	<p><u>12th Grade Curriculum</u></p> <p>College Prep and Work Skills</p> <ul style="list-style-type: none"> Applying for College Writing the Admissions Essay Financial Aid & Scholarships Choosing a Major Financial Literacy: credit, savings, investments, insurance Housing Options Surviving Your Classes: Study Skills Revisited Student Organizations and Athletics UW Student Support Programs UW Bridge to College Programs

CODE OF CONDUCT

We trust in the good will and common sense of parents, students, and instructional staff to maintain an atmosphere conducive to learning. Behavior that detracts from our educational mission will not be tolerated. It is your responsibility, as an ITA scholar, to understand and follow this Code of Conduct. All students enrolled in the IT Academy are required to read and sign the **Conduct Agreement**, along with their parents or legal guardian.

Participation Requirements

- Adhere to the **Academic Policy**, as described in the Student Handbook.
- Attend at least 90% of all regularly scheduled ITA meetings and events, be punctual, and arrange to make up work missed. 90% attendance is approximately equivalent to 2 unexcused absences per school year. Please note that attendance is calculated by the minute, not by the day, so remember to come on time!!
- Family vacations are not considered excused absences. Excused absences (not figured into 90%) include ONLY the following:
 - Illness documented by a doctor
 - Family emergency documented by a parent
 - Severe weather conditions (in which case ITA will likely be cancelled anyway)
 - School or religious conflict (occasional)
- Students with regular conflicts (more than two absences expected) will be expected to choose between the activities. ITA cannot allow students who are chronically absent or tardy to remain in the program.
- Come prepared to ITA meetings and technical training sessions; complete assignments and projects as assigned by the ITA instructional staff.
- Follow ITA staff instructions during any ITA supervised activity, regardless of location.
- Refrain from “horseplay” or disrupting class in any way.

Appearance

- Adhere to the **Dress Code**, as described in the Student Handbook.
- Show pride in yourself and the ITA program.

Leadership & Respect

- Exemplify the highest moral character, leadership, and behavior.
- Respect the integrity and judgment of the ITA administration and instructional staff.
- Conduct yourself responsibly with respect for your fellow students at all times.
- Refrain from using disrespectful or vulgar language toward ITA instructors, staff or fellow students. This includes, but is not limited to, obscene gestures, words and writings.
- Notify ITA staff if anyone has shown disrespectful behavior toward you in any of the ways described in this document.
- Read & adhere to the handbook section entitled **Building a Learning-Focused Community**.

Prohibited Behaviors

The following behaviors are prohibited at the Information Technology Academy: profanity, littering, loitering, false fire alarms, gambling, overt and inappropriate displays of affection, possession, use, sale and/or disposal of tobacco, alcohol, controlled substances, mood-altering chemicals, and associated paraphernalia, possession and/or use of firearms, firecrackers, smoke bombs, ammunition or weapons, theft, vandalism, destruction of property, inappropriate attire (see dress code), threats, intimidation, harassment, fighting, battery, unprovoked attacks, disrespectful behavior, dishonesty via lying, cheating or forgery.

Harassment is a form of misconduct demeaning to another person. Examples include, but are not limited to, words, jokes or comments based on a person’s sex, race, ethnicity, age, religion or other protected characteristics.

All persons are free to raise concerns and make reports of prohibited conduct without fear of reprisal. The administration of ITA will investigate all instances of alleged discrimination or harassment.

ACADEMIC POLICY

ITA students are expected to maintain at least a 2.75 GPA in school, a 90% attendance rate at ITA sessions (equivalent to 16 out of 18 sessions each academic year), and a 94% attendance rate at school.

ITA has established three tiers of enrollment status:

Tier 1: Standard. Students in good standing who have maintained a GPA of 2.75 or higher and attained the minimum attendance requirement of 90% in ITA and 94% in school. Additionally, student must be making adequate yearly progress toward high school graduation within a 4-year timeframe. Although tutoring will be available upon request, it will not be required. Students in this tier are eligible for computer upgrades in year 4 of the program.

Tier 2: Emergent. Students who have GPAs of 2.00-2.74, and who have at least 80% attendance in ITA (equivalent to 14.5 out of 18 sessions each academic year) and 90% in school. Students in this tier will be required to attend group and individual tutoring sessions, as well as encouraged to attend summer school. They will not be eligible for computer upgrades until the minimum requirements for standard enrollment status have been attained.

Tier 3: Probationary. Students who have GPAs under 2.00 OR less than 80% attendance in ITA or 90% in school, will be placed on probation, be required to attend group and individual tutoring, as well as summer school. These students may be enrolled in ITA on a probationary basis no more than two consecutive semesters before release from the program. They will not be eligible for computer upgrades until the minimum requirements for standard enrollment status have been attained. Computer equipment and Internet account use may be revoked while on probation, but only upon request by a parent/guardian.

Under rare circumstances, exceptions may be made to this policy.

Regarding Release/Termination from the Program:

A gradual decline in performance and/or participation typically results in the student being placed on probation (see above) for one to two semesters before the decision whether to release is made. However, immediate dismissal may occur in the following circumstances, at the discretion of the Director:

- A sharp decline in participation, as indicated by 4 or more consecutive unexcused absences
- Refusal to complete major assignments or internship work
- Failure to adhere to the Code of Conduct

Students choosing to terminate their enrollment voluntarily will need to provide parental signature on a release form acknowledging that termination is final and the student will no longer be eligible for the UW-Madison tuition scholarship.

Once a student has been released from the ITA program, whether voluntarily or involuntarily, it will not be possible to reinstate his/her enrollment. Upon release, students will return equipment and software, and Internet accounts will be disabled.

DRESS CODE



As an ITA scholar, you will be in the public eye, both on campus and in your school, so your behavior and appearance are of great importance. You are a leader of today, and the example you provide sets the standard of behavior by everyone associated with our program. Athletes often dress up on game days as a symbol of the pride and professionalism they exhibit for their sport. **You, as an ITA scholar, also need to uphold a professional image for the program.** Therefore, we ask that you follow the guidelines below on ITA meeting days:

- All clothing must fit properly and not be over-sized or under-sized.
- All clothing should be clean and in good condition. Ragged or torn clothing is not permitted.
- Jewelry and accessories should be appropriate and non-offensive.
- Sheer or see-through fabric, cropped or low-cut tops are not appropriate.
- Hair should be clean and neat.
- Shoes should be comfortable, clean and in good condition.
- Clothes advertising liquor, drugs/tobacco, as well as anything vulgar, offensive, or sexually suggestive are prohibited.

Special Activities & Events:

We ask that students take special care to dress nicely for events such as the annual Summer Camp Recognition Ceremony, Holiday Luncheon, Spring Technology Showcase and Graduation, as well as while taking part in internship activities occurring during the 3rd & 4th summers.

Dress Code Violations:

When an administrator or staff member witnesses a dress code violation, they will give a verbal warning to the student involved and make a note in the student's file. If available, staff may provide a program shirt for student to wear. Three or more violations will cause a meeting with student, parent/guardian and ITA staff.

BUILDING A LEARNING-FOCUSED COMMUNITY

ITA students and staff have come up with the following community guidelines:

1. Learners listen to others. All members of the community, learners and instructors, should listen to each other. Rules are needed to facilitate discussion so that everyone doesn't talk at once. Raise your hand and you will be heard. Everyone will listen.
2. All learners count and should be involved. (Each participates in discussions, actively listens and cares.)
3. All learners have freedom to express new ideas. All learners and the instructor should respect each other's right to speak, their ideas and style. You don't have to agree, but you do have to listen with an open mind and heart and closed mouth.
4. All learners and instructors should do their very best to be interesting. If you are here, be here. Give it your best. Get involved.
5. Be respectful, caring and part of the community. Help your neighbors when appropriate. Remember you are not the only one here.
6. Be able to listen to music when instructor or staff give permission during free time and breaks.

Consequences and Rewards

It's important that our community guidelines be enforced with both rewards and consequences. The best reward for appropriate behavior and exceptional performance is the fact that you, as an ITA scholar, will be recognized as a high achiever and team player. You will be able to build a network of contacts that will support you through your high school years and help you to achieve your goals.

In addition, rewards such as more break time or free time, food, computer equipment & software will be given at the discretion of the ITA staff & program director. The value of the reward will reflect the type & duration of behavior exhibited. (e.g. Earn an ice cream for being especially helpful in labs two meetings in a row... Earn a CD for perfect attendance in a year... etc.)

Consequences for inappropriate behavior are as follows:

1. First offense: Warning. Student will receive a verbal warning identifying the inappropriate behavior.
2. Second offense: Loss of 10 minutes. Student will be told that they have lost 10 minutes off their attendance for the day. These minutes are unexcused and are figured into the total attendance rate for the student. (90% attendance rate must be maintained.)
3. Third offense: 10 minute time-out. Student will be asked to go to the time-out area for a 10 minute break. 10 minutes again will be subtracted from the daily attendance.
4. Fourth offense: Leave. Student will be asked to leave for the day and parents will be called. Time missed will be unexcused.

Grounds for probation, and eventual release from the ITA program include the following:

- Failure to adhere to the ITA Academic Policy, Computer Policy, or Code of Conduct.
- Failure to follow through and complete assigned work.
- Leaving the training premises without permission.
- Inappropriate use and/or intentional misuse of training equipment and supplies.

If a student is found to have violated any of the items outlined above, a Parent-Student-Staff conference will be held, after which a decision will be made whether the student may continue in the program, and under what terms. ITA reserves the right to make final decisions on all issues regarding enrollment status. Students on probation may not be eligible for some privileges, including computer upgrades.

COMPUTER POLICY

DO...	DON'T...
<ul style="list-style-type: none"> ❑ Feel free to purchase and install most types of external peripheral equipment (scanner, MP3 player, storage devices, etc.). ❑ Feel free to download and install most types of software, games or music to your computer. ❑ Feel free to use your Wiscworld dial-up connection and ITA software as much as you'd like, particularly when completing school homework & projects. ❑ Adhere to the <u>Guidelines for Appropriate Use of University of Wisconsin-Madison Information Technology Resources</u>, found in this handbook. ❑ Contact ITA if you'd like to add or install something not listed on this document, and you're unsure if it is acceptable. 	<ul style="list-style-type: none"> ❑ Open up your computer CPU. Make an appointment with Adrian Farrow to have internal components installed. ❑ Install AOL, Prodigy, or other commercial dial-up internet services on your computer. Cable & DSL services are acceptable alternatives to your Wiscworld dial-up connection (at your own expense). ❑ Download or install pornography, hate material, or illegal software to your computer.

ITA Tech Support:

The ITA tech specialist, A.J. Krill, should be contacted if you are experiencing technical difficulty. He will also routinely check computer usage over the course of the school year, to ensure that these UW-owned computers are being used appropriately and well maintained.

ITA does NOT provide...	ITA WILL provide...
<ul style="list-style-type: none">• Printer ink cartridges• Printer paper• CDs• Other computer supplies• Non ITA-related software	<ul style="list-style-type: none">• Computer, mouse, keyboard, monitor• Wiscworld Dial-up internet account• Most ITA-related software• Inkjet printer (upon request; non-replaceable)

Please direct questions to the ITA office staff (see staff directory in this handbook). Thank you!

GUIDELINES FOR APPROPRIATE USE OF UNIVERSITY OF WISCONSIN-MADISON INFORMATION TECHNOLOGY RESOURCES

(This document has been modified from the original, to highlight the items pertinent to ITA students.)

Use of information technology must be consistent with the University's mission and with its role as a public agency. Each member of the University community (including pre-college students) is expected to protect the integrity of these resources and to know and adhere to University rules, regulations and guidelines for their appropriate use. The following guidelines apply more specifically to use of IT resources:

1. **General Guidelines**

Access to University IT resources is a privilege granted to members of the University community which carries with it the responsibility to use them for University related activities, exercising common sense and civility.

2. **Individual Responsibility**

Authorization for use of IT facilities is provided to each individual for his or her own use. No person may use an authorization which belongs to someone else. In many cases the University has obtained access to these resources exclusively for the use of members of the University community.

3. **Security**

The protection of University IT resources depends heavily on each user's careful handling of "keys" to these resources, since any account can serve as an entry point for theft, damage or unauthorized use. Users must protect the confidentiality of their personal identification codes and passwords and are expected to exercise reasonable care to insure that others cannot use their accounts.

4. **"Hacking"**

Persons may not obtain or use—or attempt to obtain or use—passwords, IP addresses or other network codes that have not been assigned to them as individuals or authorized for their use as University employees. Persons may not obtain—or attempt to obtain—unauthorized access to computer accounts, software, files, or any other University IT resources.

5. **Malicious Activity**

Persons may not alter or intentionally damage software or data belonging to someone else or interfere with another person's authorized access to IT resources. Users may not intentionally disrupt or damage University computers or networks in any way.

6. **Impersonation and Anonymity**

Users of University IT resources may not send electronic messages with the sender's identity forged or send anonymous messages unless the recipient has agreed to receive anonymous messages.

7. **Commercial, Political and Non-University Activities**

Persons may not use University IT resources to sell or solicit sales for any goods, services or contributions unless such use conforms to UW-Madison rules and regulations governing the use of University

resources. University employees may not use these resources to support the nomination of any person for political office or to influence a vote in any election or referendum. No one may use University IT resources to represent the interests of any non-University group or organization unless authorized by an appropriate University department.

8. **State and Federal Laws**

Persons may not use University computing facilities to violate State or federal laws.

Violation of University rules governing appropriate use of IT resources may result in loss of access privileges, University disciplinary action, and/or criminal prosecution.

MISCELLANEOUS POLICIES

Child Abuse/Neglect Reporting Process

While reports of such incidents from ITA students are low, it is important to have a clearly articulated procedure to follow, in keeping with our mission statement and our desire to protect the well-being of all our students.

All mentors and staff are obligated to report to the Program Coordinator or Academic Support Specialist suspected child abuse or neglect, including any reason to believe that a child has been threatened with abuse and/or neglect and that abuse and/or neglect will occur.

Child abuse/neglect reports will be made by the Coordinator or Academic Support Specialist to the Dane County Human Services Department in person or by telephone and will include the facts and circumstances, which led to the filing of the report. The designated program administrator(s) will be notified when a report is made, and a Child Abuse/Neglect Report Form will be completed and submitted to said administrator by a program member.

No ITA employee may be terminated for making a child abuse/neglect report in good faith. In addition, state law provides immunity from any civil or criminal liability that may result from making a report of child abuse or neglect in good faith and further provides some protection of the identity of any individual who makes such a report.

Joint Custody Mailings

There are several parents/guardians of ITA students who share custody of their children. In an effort to be sensitive those circumstances, copies of any and all information may be mailed to both addresses upon request.

Mentor – Mentee Pairing Process

All mentors are subject to Wisconsin criminal background checks before being paired with a mentee. Mentors attend a training course prior to meeting their mentee for the first time. Only same-sex mentors will be matched with students. Mentors must receive parental permission to meet with their mentee outside of regular ITA events. As much as possible, we try to take individual interests and personalities into account when pairing mentor to mentee. Students are asked to respond to mentor emails and other communications promptly, and make an effort to build the relationship into a successful one that is valuable to both people involved. Students will also attend an orientation session in preparation for meeting their mentor.

Student Photographs and Right to Privacy

During the course of the year, individual students and student groups are occasionally videotaped and/or photographed in classroom situations, during performances, on field trips etc. The resulting photo and/or videotape may be used in a variety of ways: to promote the ITA Program; to instruct students or staff members; or to orient new parents, staff, and students. The final product could also take a variety of forms: photo displays; slide presentations; newspaper articles; pamphlets; video programs; program website.

Pursuant to the Family Educational Right and Privacy Act and State Statute 118.125(1)(d), any parent/guardian or eligible student (18 years of age or older) may inform the school of their desire that their child not be photographed or videotaped. If this is your desire, please send a letter indicating as such to ITA, attention Program Coordinator.

VOLUNTEER OPPORTUNITIES

We welcome volunteer participation in a number of ways.

- **Help with fundraising.** ITA can always use help with fundraising activities. We'll keep you posted on upcoming opportunities, such as the Night of Giving fundraiser or the East Towne Mall gift wrap booth.
- **Be a tutor.** Tutors are needed for individual help in math, science, and other topics. Contact Excell Williams for more information.
- **Be a mentor.** ITA seeks professional adults to mentor an ITA student over the four years of their participation in the program. Contact Excell Williams if you or someone you know is interested.
- **Be a guest speaker.** Do you or someone you know work in an interesting technology-related job? We'd love to have you visit! Contact Erica Laughlin to make arrangements.
- **Host an intern.** Each summer, we look for internship placements for ITA students. Placements may be paid or unpaid, in a variety of settings and locations in Madison. Contact Erica Laughlin if you are interested.
- **Spread the Word!** Keep ITA on people's minds! If you have connections that could help us out with internship placements, sponsorships, or other components of the program, please help spread the word!

MAKING A DONATION TO ITA

What we do is important for not only the students we serve, but for the future of our communities and the future of our nation. We are doing things now to ensure that we give all people the opportunity to contribute to this society and make a good life for themselves.

Frankly, we need your help. Although the majority of our program expenses are covered by the University of Wisconsin-Madison, ITA relies on financial support from corporate sponsors and individuals for a portion of the program budget. **No gift is too small or too big.** We ask that when you and your family are making decisions on community giving, that you consider the Information Technology Academy.

Investment

\$20,000
\$10,000
\$7,500
\$5,000
\$1,200
\$800
\$500
\$250
\$175
\$100
\$50
\$35
\$20

Funding options

Pays for one student to attend all four years of ITA.
Pays for 30 students to attend the Annual Summer Tech Training Camp.
Pays internship stipends for 15 ITA students.
Pays for one student to attend one year of ITA.
Funds the Annual Summer Recognition Program.
Pays for four years of software for one ITA student computer.
Pays for transportation for the annual Spring Technology Roadshow.
Buys a year's worth of course materials for 1 ITA student.
Pays for a year of lunches for one ITA student
Buys mentor training materials for one year.
Buys one inkjet printer for an ITA student.
Buys one ITA student bus tickets for a year.
Buys an ACT test preparation book for one ITA student.

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STAFF PROFILES

Erica Laughlin, Program Director

Laughlin@wisc.edu, 608/265-2408

As Director, Erica Laughlin is principally responsible for the day-to-day operations of the program including curriculum and fund development, student affairs, program administration, staff management, and community outreach. A Madison native, Erica holds an M.S. in Education Administration (2005) from the UW-Madison, an M.A. in French (1994) from Middlebury College and a B.A. in French and English (1992) from the University of Minnesota. Prior to joining the UW-Madison DoIT staff, Erica taught French at the University of Minnesota-Morris (1994-1999), where she also directed the Language Technology Center and the Faculty Center for Learning and Teaching. Most recently, she worked as an Instructional Technology Consultant & AV Services Coordinator for the College of Letters & Science at the UW-Madison (1999-2001). She has been the ITA Program Director since 2001.

Excell Williams, Academic Support Specialist

Excell.Williams@doit.wisc.edu, 608/265-4297 office; 608/516-3951 cell

Excell Williams works closely with students and parents to assess student academic progress, as well as coordinate the tutoring and mentoring components of ITA. In addition, he serves as lead instructor for the 9th grade Study Skills seminar. Excell is a licensed social worker and received his Bachelor of Science degree in Sociology from Aurora University. He has significant experience working with youth through organizations such as the Dane County Human Services Department, Community Adolescent Programs, Community Partnerships, and Aurora Township Youth Services. When he came to us in 2004, Excell brought over 15 years of experience in social work to the ITA program.

MichelleMcKiernan, Academic Support Specialist

mckiernan@doit.wisc.edu, 608/890-1560 office; 608/516-3973 cell

Michelle came to ITA in 2006 along with the 9th grade class of 2010. She works closely with students and their families to facilitate their ITA success. She serves as lead instructor for the 10th grade Leadership course and coordinates ITA's Summer Internship Program. Michelle earned her Bachelor's degree in psychology and her Master's in counseling from California State University Long Beach. Her background is in adult basic education, as a teacher and counselor, and as a school counselor at the elementary and middle school levels.

A.J. Krill, Technology Instructor

ajkrill@doit.wisc.edu, 608/890-1311 office; 608/576-8548 cell

A.J. supervises the ITA technical team, which includes technical instructors and tech support staff. He oversees I.T. curriculum development and technology services for the program, a position he has held since 2006. A.J. holds a bachelor's degree from UW-Madison in secondary English education and is most passionate about teaching and learning from diverse students. A.J.'s technical background stems from various positions teaching and writing curriculum for ITA and STS (Software Training for Students) at DoIT since 2002.

Pacal Bayley, Instructor

pabayley@wisc.edu, 608/890-1460

Pacal Bayley serves as the lead instructor for both the 11th grade ACT Prep seminar and the 12th grade College & Life Skills seminar. A graduate of UW's School of Education, Pacal holds a teaching certification in the field of Secondary English and is pursuing his Master's degree in Applied Linguistics. He has worked at ITA as a technical instructor since 2006.

Gyehoon Oh, Project Assistant

gyehoonoh@wisc.edu, 608/265-3145

Gyehoon takes primary responsibility for program evaluation, generating and analyzing data about the ITA program and its students, including measurements of student technology and academic skills, retention rates, post-secondary attendance rates, and mentor satisfaction and effectiveness. Born and raised in Seoul, South Korea, she holds a bachelor's and master's degree in education. Currently, she is pursuing her doctoral degree in Educational Policy Studies at the UW- Madison. Gyehoon has been with ITA since 2006.

Cherry Xiong, Logistical Coordinator & Study Hour Supervisor

608/265-3145

New to the ITA staff in 2009, Cherry helps with logistics, event planning, office duties, ITA website maintenance, and study hour supervision. She is a graduate of ITA's class of 2008 and currently attends MATC in the Liberal Arts Transfer Program. She plans to major in computer science after transferring to the UW-Madison.

CONTACT US

Questions or inquiries can be directed to individual ITA staff members, or by mail or fax to:

IT Academy

UW-Madison

1210 W. Dayton Street, Room 2146

Madison, WI 53706

Fax: (608) 265-6453

ADVISORY COMMITTEE

The purpose of the ITA Advisory Committee is:

- To help formulate and modify the mission and vision of the Information Technology Academy (ITA).
- To track the progress of the ITA in the implementation of the program and accomplishment of program mission and vision.
- To advise the ITA about community needs and policy issues related to pre-college programs and underserved or underrepresented populations.
- To provide information to the Information Technology Academy about the needs of state and county employers, especially with regard to technology literacy and diverse workforces.
- To advise and assist the ITA in the development of outreach activities for the identified underserved and/or underrepresented populations.
- To assist the ITA in the annual recruitment and selection process of program participants.
- To assist the ITA in identifying potential sources of in-kind and financial support.
- To create networking opportunities between supporting organizations and help establish connections which may further the mission and vision of the ITA.

Our members represent a broad spectrum of interests and perspectives. 2009-10 Advisory Committee membership is as follows:

Juanita Comeau

Madison Area Technical College

Teresa Drabenstadt

CUNA Mutual Group, Inc.

Kathy Konicek

DoIT, UW-Madison

Erica M. Laughlin (Chair)

DoIT, UW-Madison

Mark Lea

Library Media Services, MMSD

Cathy O'Bryan

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