



**UPWARD BOUND AND UPWARD BOUND MATH/SCIENCE
SAMPLE SUMMER SCHEDULE**

DORMITORY SUPERVISOR:

Day	11 - 11:45 am	12 -12:45	1 - 1:45 pm	5 - 6:00 pm	6:00 -7 pm	7 - 9 pm	9 - 11 pm	11 pm -12am	12am-1am
Sunday					Towers Duty/UB Office	Towers Duty	Towers Duty	Curfew	Bed Check
Monday	Administrative MEETING	STAFF MTG	TUTOR STAFF MEETING		Towers Duty/UB Office	Towers Duty	Towers Duty	Curfew	Bed Check
Tuesday					Towers Duty/UB Office	Towers Duty	Towers Duty	Curfew	Bed Check
Wednesday					Towers Duty/UB Office	Towers Duty	Towers Duty	Curfew	Bed Check
Thursday					Towers Duty/UB Office	Towers Duty	Towers Duty	Curfew	Bed Check

Administrative Meeting: Attended by Upward Bound Director, Upward Bound Math Science Director, Academic and College Coordinator, Academic Resource Counselor, and Dormitory Supervisor

Staff Meeting: General Staff Meeting (All staff required to attend)

Tutor Staff Meeting: Meet with administrative staff and tutoring staff

Towers/UB Office: Planning time to be used according to the discretion and need of Dormitory Supervisor

Towers Duty: Visible supervision of tutoring staff, coordination of ASH and implementation of additional activities

Curfew: Supervise enforcement of 11 PM curfew

Bed Check: Coordinate bed check and lights out for all UB Dormitory floors, prepare and send nightly report to UB and UBMS Directors

This schedule represents a typical week. The Dormitory Supervisor is also expected to be present at other special events including the overnight Team-Building Trip at the beginning of the summer, the Shakespeare Field Trip, Field Day and other special events.