



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

ADDITIONAL STUDY HALL (ASH) COORDINATOR:

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 -11:30pm	12am-1am
Sunday					6:30 pm ASH Prep	ASH Duty	ASH Duty	ASH Report	
Monday		STAFF MTG				8:30 pm ASH Prep	ASH Duty	ASH Report	
Tuesday					6:30 pm ASH Prep	ASH Duty	ASH Duty	ASH Report	
Wednesday						8:30 pm ASH Prep	ASH Duty	ASH Report	
Thursday					6:30 pm ASH Prep	ASH Duty	ASH Duty	ASH Report	

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

ASH Prep: Ensure that tables and chairs in ASH room are in a configuration conducive to productive study. Updating and compiling list of students that need to attend ASH that evening and sharing list with Dorm Supervisor. Shift begins 30 minutes before first ASH session each night is a part of prep time.

ASH Duty: Visible supervision of ASH room and coordination of ASH, including supervision of ASH tutors and UB work-study students.

ASH Report: ASH Coordinator would review the ASH Binder and ASH attendance to make notes on ASH completion and to share with other administrators. The ASH Coordinator would need to email the ASH report to the administrative staff before 7AM each program morning. The designated time slots labelled “ASH Report” are suggestions.

This schedule represents a typical week. The ASH Coordinator is also expected to be present at the Staff In-service Training (one day the week of June 17) and the awards ceremony, and welcome to attend other special events.