

PROGRAM SCHEDULE

	All Programs
Summer 2020 Start Date	Monday, July 6, 2020
Summer 2020 End Date	Friday, August 14, 2020

STIPEND SCHEDULE

Period	Period Dates	Must Begin By	Stipend Date
P1	July 6 – July 26	Sun, July 26	Thursday, July 30
P2	July 27 – August 16	Sun, July 26	Thursday, August 20
FINAL	Corrections	Sun, July 26	Thursday, September 3

PROGRAM MODELS (WEEKLY)



Pre-Apprenticeship: \$336
 3 -1 hour Google Meets sessions
 2 hours of *small group* meetings, 1 office hour
 4 hours of assigned independent project work



Apprenticeship: \$420
 4 - 1 hour Google Meets sessions
 2 hours of *small group* meetings, 1 office hour
 4 hours of assigned independent project work



Advanced Apprenticeship: \$725
 5 -1 hour Google Meets sessions
 3 hours *small group* meetings, 1 office hour
 4 hours of assigned independent project work



Internships
 \$850.00 stipend
 90-92 hours (approx. 15/week)
 13-15 hours of remote work and check-ins as directed by site supervisor

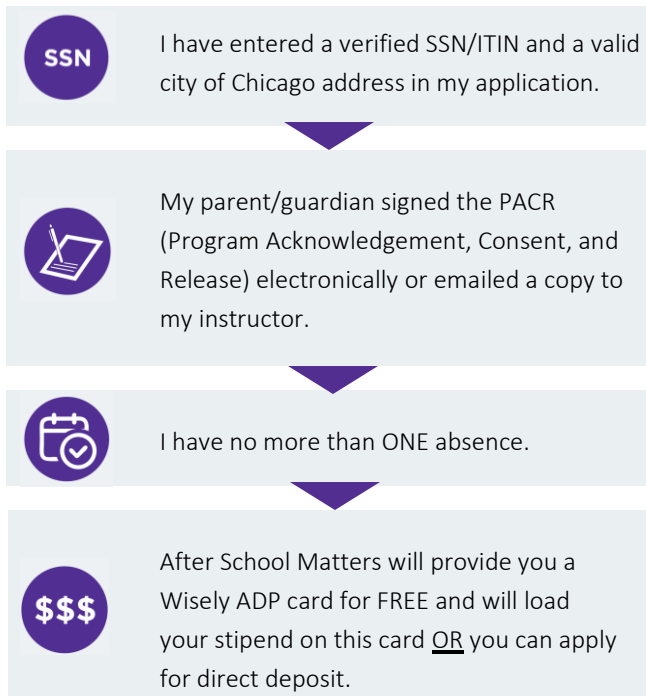
After School Matters Netiquette

- I will practice internet safety (use trusted sources for research and keep my password and log-in information secure).
- I will report threatening or offensive materials to my Instructor.
- I will be kind in my interactions with others online and create a positive digital footprint.
- I understand that it is inappropriate AND against the law for me to violate copyright laws; plagiarize; send, access, upload, download, or distribute explicit material.
- I understand that all my internet activity leaves a digital trail. I should NOT assume that all material or data on my device is private or confidential.
- I understand that inappropriate use, including cyberbullying and use of inappropriate materials may lead to dismissal from the program.
- I will use my voice and power to create a safe space.

ASM Teen Participation Expectations

- I will be ready to start on DAY ONE with this summer program checklist:
 - Activate my ASM Google Account
 - Join my ASM Google Classroom
 - Verify my supply delivery with my instructor
 - Sign my TEEN Program Consent and Acknowledgement Release
- I will use my ASM Gmail Account.
- I will participate in scheduled group sessions.
- I will complete and submit independent projects to Google Classroom.

4 STEPS TO GETTING PAID!



HAVE A CONCERN OR COMPLAINT?

After School Matters has procedures for teens to resolve any complaints concerning the program. These complaints could relate to program and instructor quality, inappropriate behavior, unfair treatment, discrimination, fraud, requests for you to pay a participation fee, abuse, or harassment, among other complaints.

If you are not comfortable bringing your complaint to your instructor, liaison or site supervisor, or feel they have not adequately resolved your complaint, you may email After School Matters at incident@afterschoolmatters.org or contact the Director of Program Quality and Compliance at 312-742-4182. After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

PROGRAM ATTENDANCE EXPECTATIONS

- Teens cannot miss more than **one** whole-group meeting to be eligible for their full stipend
- Teens will be allowed to makeup **one** missed whole group meeting by attending the program's weekly scheduled office hour
- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.
- Have written permission from your parent or guardian if you will be absent or leave early.

WHAT'S EXPECTED OF ME IN MY PROGRAM?

1. **WORK ETHIC:** be prepared, meet deadlines, and understand responsibilities.
2. **RESPECT:** be supportive of others, take care of equipment, and develop good relationships.
3. **SAFETY:** follow rules, cooperate to maintain internet safety.
4. **BE AN AMBASSADOR:** be positive. Represent professionalism and excellence in all environments, remote or otherwise.

All After School Matters interns and assistants must be at least 16 years old on the day that program begins. Anyone younger than 16 cannot participate in either an After School Matters internship or assistantship.

For the full version of the Summer 2020 Teen Manual, please go to: <https://www.afterschoolmatters.org/teens/resources-forteens/>, then click on the tab "Documents".

CONTACT US

Teen Application Questions: 312-742-4182 | applications@afterschoolmatters.org

General Questions: 312-742-4182 | info@afterschoolmatters.org

Stipend Information: 312-768-5199 | Teenstipends@afterschoolmatters.org

Para más información en Español: 312-846-7106 | espanol@afterschoolmatters.org