

**PROGRAM SCHEDULE**

	All Programs
<b>Fall 2020 Start Date</b>	Monday, October 5, 2020
<b>Fall 2020 End Date</b>	Saturday, December 19, 2020

**STIPEND SCHEDULE**

Period	Period Dates	Must Begin By	Stipend Date
P1	Oct 5 – Oct 25	Sun, Oct 25	Thurs, Oct 29
P2	Oct 26 – Nov 15	Sun, Nov 15	Thurs, Nov 19
P3	Nov 16 – Dec 20	Sun, Nov 15	Thurs, Dec 24
Final	Corrections	Sun, Nov 15	Thurs, Jan 7

**PROGRAM MODELS (WEEKLY)**



**Pre-Apprenticeship: \$275**  
 2 hours of Google Meets sessions  
 1 office hour  
 1 hour of assigned project work



**Apprenticeship: \$325**  
 3 hours of Google Meets sessions  
 1 office hour  
 1 hour of assigned project work



**Advanced Apprenticeship: \$425**  
 3 hours of Google Meets sessions  
 1 office hour  
 2 hours of assigned project work



**Internships: \$750**  
 30 min weekly check-in  
 6.5 hours of remote work as directed by site supervisor  
 1 hour of job skills training or 1-2 post-secondary webinars/session

**Saturday Only (6-weeks): \$150**  
 1.5 hours of Google Meets sessions  
 1 office hour  
 30 min of assigned project work

### 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!

SSN

I have entered a verified SSN/ITIN and a valid city of Chicago address in my application.

▼

My parent/guardian signed the PACR (Program Acknowledgement, Consent, and Release) electronically or emailed a copy to my instructor.

▼

I have no more than THREE\* absences.  
\*Apprenticeships/Assistantships/Internships

▼

After School Matters will provide you a Wisely ADP card for FREE and will load your stipend on this card OR you can apply for direct deposit.

## 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](mailto: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

	Program Model	Total Absences
Traditional Model	Pre-Apprenticeship	3
	Apprenticeship	
	Advanced Apprenticeship	
	Assistantships/Internships	
Responsive Model	Saturday Only (6-week)*	1
	Saturday Only (12-week)**	2
	Daytime Diverse Learner	1

\*Teens must attend 5 of the 6 sessions in order to receive their full stipend

\*\*Teens must attend 10 of the 12 sessions in order to receive their full stipend

- 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 Fall 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](mailto:applications@afterschoolmatters.org)

**General Questions:** 312-742-4182 | [info@afterschoolmatters.org](mailto:info@afterschoolmatters.org)

**Stipend Information:** 312-768-5199 | [Teenstipends@afterschoolmatters.org](mailto:Teenstipends@afterschoolmatters.org)

**Para más información en Español:** 312-846-7106 | [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org)