TEENtech
Student Manual

This Manual is an introduction to the Computer Mentors Program roles, commitments, responsibilities and policies for students entering and enrolled in the program. As new policies and operating procedures are implemented, the online document will be updated and students will be notified.

Computer Mentors reserves the right to make changes, from time to time, with or without notice, in this manual. Moreover, because it is impossible to anticipate every situation that may arise, Computer Mentors reserves the right to address a situation in a manner different from that described herein if, at its discretion, the circumstances so warrant.

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Welcome to TeenTech!

TeenTech is our unique signature program that takes high school students through phases of development and readiness for a career pathway into Information Technology. Students learn how to create mobile apps and gain valuable skills in web development, along with certifications to back those skills up! Students build a portfolio and gain experience in leadership and project management as they utilize their skills on real-world projects. This development makes them attractive candidates for internships and employment in the information technology industry.

TeenTech is currently offered to Hillsborough County students, between the ages of 14 and 18. Students attend Computer Mentors one night per week for two hours and engage in technology training and projects for anywhere from 6 months to several years. Students' development is supported with proven curriculum and experienced mentors passionate about technology and community empowerment. The more the students accomplish, the more experience and points they earn. Points can be used for tech tools and toys (including laptops, tablets, gaming consoles, phones, and more!) The experience students gain in TeenTech can be used for life.

The Computer Mentors Advantage:

- There is <u>no cost</u> to attend the program
- All tech tools and toys are earned by completing program phases
- Students who don't have a computer at home can earn one
- Mentoring on their projects by vetted professionals
- Support in the computer and multimedia labs to ensure success
- Peers who are on the right track, working towards common goals

What is expected of me?

Students enrolled in TeenTech are expected to maintain a certain level of commitment and responsibility, not only within the TeenTech program, but, also, as a citizen in the community. As a TeenTech member, you not only represent yourself and your family, but you also represent TeenTech and Computer Mentors.

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As a member of TeenTech, there are certain commitments and responsibilities that will be expected of you:

- Attend weekly for a minimum of an hour and a half.
- Attendance is mandatory to be successful in this program. If you cannot make it to a class, you must notify the program manager and your mentor. *Three (3) missed sessions in a row will result in immediate withdrawal from the program for 90 days.*
- Respect your peers and be open to working as part of a team.
- Learn from your mentors and respect their time and commitment.
- Be available to mentor by phone or email outside of class sessions as needed to complete a project.
- Follow through with commitments, and contact the mentor and Computer Mentors staff regarding any changes in plans.
- Communicate the status of your projects to your parents and invite them to any Computer Mentors events.
- Communicate questions, concerns, changes immediately to mentor and/or program director.
- Treat all equipment with care and respect, as if it were your own.
- Ask questions whenever you are unsure.
- Follow directions when asked.
- Have Fun!

What can I expect of my mentors?

Your TeenTech mentors all have training and experience in their technology tracks and will work hard to share their knowledge with you. Our mentors are dedicated professionals who want to see you gain skills and knowledge that may help you succeed in life, whether or not you choose an Information Technology career path.

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What kind of skills can I gain from the program?

Students will develop many skills that are not only technology-related, but that will also be helpful in everyday life and in future careers. Some of the skills we help build are:

PERSONAL SKILLS: Confidence, critical thinking, self-awareness, relationships building, problem solving, time management

PROFESSIONAL SKILLS: Business Plan Development, presentation, collaboration, resume building, Microsoft Office certifications, mentorship

DEVELOPMENT SKILLS: Web Development, HTML5, CSS, JavaScript, C#, Mobile Application Development

If I (or my parents) have questions about the program, to whom should we direct them?

If you or your parent/guardian has any questions regarding the program, please feel free to reach out to either Meghan Frisco, TeenTech Manager, or Jeannie Bohn, TeenTech Program Director.

Meghan Frisco
TeenTech Program Manager
Email: mfrisco@computermentors.org
Office: 813-236-1191

Jeannie Bohn
TeenTech Program Director
Email: jbohn@computermentors.org
Office: 813-236-1191

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PHASE DETAILS:

Phase I: Microsoft Office Certification
- Students earn a **Microsoft Office Certification** in either Word, PowerPoint, Excel, and/or Access, which officially entitles them to advance to Phase II and begin earning rewards.
- If student does not have a home computer, one will be provided upon completion of certification.
- This phase must be completed within 90 days.

Phase II: Get Skills
- Students enter a technology track (Software Development or HTML 5 Web Applications).
- Training and support are provided to the student in the technology track.
- Students create a simple portfolio of projects while studying for the **Microsoft Technology Associate certification.**
- Completion of the Microsoft Technology Associate certification advances the student to Phase III.
- **Earn points when you complete any Microsoft Technology Associate certifications!**
    - How many points will I receive? Multiply your score percentage by 200 and that's your points!
    - *For example, take a score of 850, or 85%: .85 * 200 = 170 points*
- Points translate into technology dollars that may be spent at Best Buy. Students also have the option to "bank" their points, or to save them.

Phase III: Get Experience
- Students work as a part of a group to create advanced **projects**. Projects might be from the students own ideas or a submission from a local nonprofit.
- Students earn up to 200 points per project and are graded on performance by their mentor and any stakeholders who are involved.
- Students remain in Phase III until they are High School Seniors.

Phase IV: Mentoring
- High School Seniors who have completed at least one Microsoft Office Certification, at least one Microsoft Technology Associate Certification, and at least one project may enter Phase IV.
- Phase IV Seniors may earn volunteer hours by assisting their peers.
- Volunteer mentors may be assigned to Phase IV Seniors to assist with college applications, internships, job skills, and scholarships.

Phase V: Alumni
- Graduating seniors are placed into an internship and/or post-secondary education, and/ are eligible to volunteer for Computer Mentors over the summer and beyond.

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Bill of Student Rights & Responsibilities

STUDENT RESPONSIBILITIES

Responsible behavior in the Teen Tech High School Program by each student is the only way in which the rights set forth in this document can be preserved. Violation of responsibilities may lead, in accordance with the Discipline Code, to disciplinary measures.

Students have a responsibility to:

- Attend regularly and punctually and to inform staff if unable to attend;
- Be prepared for the program with appropriate materials.
- Follow program regulations regarding entering and leaving CMG building and property;
- Help maintain an environment free of weapons, illegal drugs, controlled substances and alcohol;
- Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn;
- Show respect for CMG property, properly maintain CMG equipment, and respect the property of others, both private and public;
- Be polite, courteous and respectful toward others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, sexual orientation, physical and/or emotional condition, disability, marital status and political beliefs, and refrain from making slurs based on these criteria;
- Promote good human relations and build bridges of understanding among the members of the CMG community;
- Use non-confrontational methods to resolve conflicts;
- Refrain from obscene and defamatory communication in speech, writing and other modes of expression in their interactions with the CMG community;
- Adhere to the guidelines established for dress and activities on CMG property and in assigned training environments;
- Provide leadership to encourage fellow students to follow established CMG policies and practices;
- Keep parents informed of CMG-related matters, including progress in the youth program, social and educational events, and ensure that parents receive communications that are provided by staff to students for transmittal to their parents.

THE RIGHT TO DUE PROCESS

Every student has the right to be treated fairly in accordance with the rights set forth in this document.

Students have the right to:

- Be provided with the Discipline Code and Bill of Rights;
- Understand expected/appropriate behavior and which behaviors may result in disciplinary actions;
- Be counseled by members of the professional staff in matters related to their behavior as it affects their education and welfare within the Teen Tech High School Program;
- Know possible dispositions and outcomes for specific offenses;
- Receive written notice of the reasons for disciplinary action taken against them in a timely fashion;
- Due process of law in instances of disciplinary action for alleged violations of program regulations for which they may be suspended or removed from by the CMG Executive Director, Program Manager, or any other assigned authority;
- Know the procedures for appealing the actions and decisions of CMG management with respect to their rights and responsibilities as set forth in this document;
- Be accompanied by a parent/adult in parental relationship and/or representative at conferences and hearings;
- The presence of program staff in situations where there may be police involvement.

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Discipline Code

FIRST OFFENSE

The Teen Tech High School Program staff will hold a conference with the student to provide clarification of the program's purpose and the student's rights and responsibilities. Program staff will also document this infraction with the Program Director.

SECOND OFFENSE

The Teen Tech High School Program Director will contact a parent or guardian to inform him/her about the student's non-compliance with the program guidelines. At this time, the Program Director will also hold a conference with the student, and document the discussion.

THIRD OFFENSE

The Program Director will use their discretion to determine if the program is a good fit for the student, and decide on withdrawing the student.

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