

## **PERFORMANCE BASED CONTRACT GUIDELINES**

### **1. WHAT IS THE PURPOSE OF THE SERVICE?**

This initiative will provide Roosevelt High School – Early College Studies (RHS-ECS) students in the Smart Scholars Early College High School Program the opportunity to earn college credits by taking Syracuse University concurrent enrollment courses at RHS-ECS. Syracuse University through Project Advance will offer two 3-credit courses to the students selected by RHS-ECS to be given during the 2018-2019 academic school year.

The services will include the following SUPA courses:

**IST 263** (Web Design and Management) combines entrepreneurial methods with real world projects, Web Design and Management is an intensive course that covers the construction and publication of websites for the Internet. Students study and utilize a user-based approach to planning, design, implementation, and management of the websites, all with an entrepreneurial focus. Students become very proficient in HTML, CSS, and PHP, and develop their final projects utilizing a Content Management System (CMS). After taking the course, every student should have the ability and confidence to design and program a website for a small- to medium-sized business or organization.

**PSY 205** (Foundations of Human Behavior) offers the fundamental concepts of psychology. This course explores perception, sensation, emotion, personality, learning, memory, stress, and social behavior. The class will study how our biology is turned into personality through the functions of perception, consciousness, emotion, and motivation, as well as higher-order functions such as memory, learning, and language. Students will also learn how humans act when surrounded by others in societies is examined through the lenses of social psychology and psychological disorders.

### **2. AMOUNT OF SERVICE**

The University will offer two dual enrollment courses (3 semester hour credits) at RHS-ECS. The cost breakdown is outlined in the attached Appendix B. Tuition for the courses is \$112.00 per credit hour (\$336.00 for a three credit hour course). Tuition for students eligible for the federal free or reduced lunch program receive a 60% reduction in tuition (\$135.00 for a three credit hour course).

### **3. WHO IS SERVED?**

The courses will be offered to the students enrolled in the RHS-ECS Early College Smart Scholar Program in dual credit classes.

#### **4. WHO WILL PROVIDE SERVICES?**

The University role in the collaboration between Syracuse and RHS-ECS will be overseen by a team of experienced University administrators and faculty. The registration process will be overseen by Christine Signy, Senior Student Records Coordinator and billing by Alyssa Spagnola, Accounting Clerk. Direct course administration will be provided by Avinash Kadaji (Assistant Director, IST 263) and Sean Conrey (Assistant Director, PSY 205). In addition, University departmental faculty liaisons will review each potential teacher's credentials, provide initial and ongoing professional development for the school-based instructors, and visit each class section at least once each semester to confirm that the section is functioning as a University course and to collaborate with the school instructor. These are "in-kind" Syracuse contributions to the collaboration; none of these administrators or faculty will be compensated by the grant for their role in the Yonkers collaboration.

#### **5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?**

Yonkers Public School (YPS) and SUPA have already had experience with this type of collaboration in previous years. A roster of the student's names and courses registered for will be provided to the designated representative for RHS-ECS. Once final grades have been submitted by the school-based instructors, students will have access to their grades. Official University transcripts will also be available at that time through the Parchment transcript distribution service. All communications will adhere to the Family Educational Rights and Privacy Act (FERPA) with respect to protection of student information.

#### **6. HOW WILL THE QUALITY BE JUDGED?**

The services will be evaluated through communications and site visits between the University administrators and faculty, the school-based instructors, and the Smart Scholar program liaison at RHS-ECS. End of course evaluations will be conducted by the administrators at both locations. YPS administration will collect data on the progress of this work in an ongoing manner. And in addition, required evaluation components as determined by the grant itself will be conducted. The involvement of the University in this school reform effort will be systematically and continuously assessed. The University has an assessment process that evaluates effectiveness of course content, teaching methodologies, student learning and student outcomes. These efforts are overseen by the Vice President of Academic Affairs. These include:

- In-term University faculty class visits
- End-of term course evaluations
- Post-graduate surveys of students one year after high school graduation
- Post-graduate surveys of students four years after high school graduation
- Surveys of school-based instructors
- Surveys of building principals
- Surveys of school guidance/counseling staff

**7. PERSONS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.**

For Yonkers Public Schools, the person administering the contract is: Elaine Shine, Executive Director for School Improvement.

The “contractor” will be Syracuse University, an educational institution having an office and place of business at 400 Ostrom Avenue, Syracuse, New York 13244, Federal ID No. 15-0532081

For the University the following are the administrative employees identified as responsible for administering the various aspects of the contract and authorizing contract payments.

Academic Administration:

IST 263; Avinash Kadaji, Assistant Director

PSY 205; Sean Conrey, Assistant Director

Registration:

Christine Signy, Senior Student Records Coordinator

Billing:

Alyssa Spagnola, Accounting Clerk

These are the administrative employees identified as the persons responsible for administering the contract as well as authorizing contract payments.

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

The Smart Scholars Early College New York State Grant will provide tuition payment for students if enrolled in the Smart Scholars Program. The Program is designed for students to have an opportunity to earn a minimum of 24 college credits, prepare students for their Post-Secondary Schooling, and decrease future tuition costs. This NYS Grant has been awarded to the Yonkers Public School District in agreement that students of each cohort earn a minimum of 24 college credits while also accruing their high school diploma.

**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

The University will receive data from Yonkers Public Schools concerning the participating students’ eligibility for the federal free or reduced lunch program.

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

The student data will be used to assign the appropriate tuition rate to each participating student to generate the tuition invoice.