



Program Manual

Academic Year: 2022 - 2023

Mission

The mission of the Young Professionals in Training is to empower children and their parents to become change agents in their community. In addition, our goal is to help students become leaders as the program creates a pipeline to Auburn University.

Vision

Provide world-class mentoring and tutoring to all students in our program to ensure they each graduate high school and become leaders of the community. Provide training and support to parents to ensure they have the resources needed to support their self- development and the development of the child.

History of Program

Young Professionals in Training (YPiT), the brainstorm of Dr. Ja'Lia Taylor, who at the time of its inception was a Special Education Doctoral candidate in the College of Education, and master's student in the Raymond J. Harbert College of Business. The program located at Auburn University is a mentoring and tutoring program for students' grades 5-12 from underrepresented populations in Auburn and surrounding communities. The first session was held via zoom on Saturday, August 28, 2021.

The program, in partnership with the nonprofit community organization, The Curtis House, focuses on college readiness and exposing students to majors and career paths here at the university. The participants of YPIT will gain access to Auburn First, Auburn's dual enrollment program. Those who earn at least six credit hours and maintain a 3.0 cumulative GPA by August 15 of their senior year of high school qualify for automatic admissions into the university. The program is supported by several faculty, staff, students, alumni, and community constituents who serve as mentors and tutors to the participants and meet with them once a month to build relationships and to discuss social and emotional health, community projects and other topics.

Those individuals crucial in the development of YPIT include, Tamarcus Milner, President of the Curtis House, and faculty/staff members, Joffery Gaymon, George Flowers, Cheryl Seals, Venus Hewing, Kimberly Mulligan-Guy, Adrienne Duke, Soledad Peresin, Jason Bryant, Alli Bracewell, Andrew McGill, Michele Cole, Wendy Franklin, and Martina McGhee, who developed the curriculum for the students in the program. Several students, Jailin Sanders, Lane Jemison, Mya Strickland, Donielle Fagan, Elizabeth Devore, Oluchi Oyekwe, Shikia Carter, and State Representative Jeremy Gray were also integral in the development of the program.

Taylor started a similar program in her hometown of Smithville Georgia. She references one her mentors, President Jay Gogue, former President of Auburn University, with whom she says talks a lot about the power of the individual. In adhering to this concept, Taylor says, "I figured I could just jump out there and get it started since I had a similar model that I started back home. The difference is this program will also offer a pathway to Auburn University." Taylor believes all students deserve a fair opportunity to improve their circumstances, no matter their socio-economic status.

The program is housed in Auburn University Outreach, Center for Educational Outreach and Engagement.

YPiT Goals and Objectives

Young Professionals in Training (YPiT) is a mentoring and tutoring program for students in 5th–12th grade. The program will expose students from underrepresented populations to majors and careers on Auburn University's campus. YPiT is a collaboration between Auburn University Outreach and the Curtis House, a local non-profit. YPiT seeks to understand participants' challenges and needs by allowing them to be the drivers of the program. The goal of YPiT is to empower the participants and offer a pathway to Auburn University and other opportunities that will prepare them to become successful and productive citizens. Students who participate in YPiT reside in Lee, Macon, and Chambers counties.

Goal (1): To increase the awareness of college/career opportunities and provide intense college preparation for middle and high school youth.

Objectives:

- Youth will effectively manage and improve their academic performance through the support provided by the YPiT program.
- Youth will extend their knowledge of college/career opportunities and begin to develop career goals.
- Youth will expand their knowledge and application of the social and emotional skills necessary for success in college and beyond.

Activities:

- Provide monthly sessions to discuss theme for each academic year, college and career exploration, and community project.
- Provide visits to various academic units and programs across Auburn University and places within the community based on the theme for the year.

Measurable Outcomes

- Distribute pre-test/post-tests to parents/child (beginning and end of program).
- Distribute evaluation survey to students during each session.
- Students will be provided a journal to capture their thoughts each session to reflect upon their campus visits and field trips within the community.
- Students will produce an end of the year project (The Important Book) reflecting upon their experiences throughout the academic year.
- Students will gain acceptance into Auburn First Dual Enrollment Program
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- Successfully complete Auburn First classes with a 3.0 GPA or better.

Goal (2). To support middle and high school youth academically, socially, and emotionally.

Objectives:

- Youth will identify and communicate their academic, social, and/or emotional needs and work with a mentor/tutor to successfully formulate a plan for addressing that need through self-monitoring and self-assessment.
- Parents will identify and communicate the academic, social, and/or emotional needs of their child and work with a mentor to successfully formulate a plan for assisting their child in addressing that need while monitoring and assessing progress.

Activities:

- Mentors will meet with mentees in group settings (during monthly sessions) and twice a month on an individual basis (virtually). All sessions will incorporate SEL and academic support.
- Tutors will be assigned to students on an as needed basis. Tutors will meet with students virtually.
- Meetings will be conducted with parents by Parent Liaison each month to acquire the concerns of their child/children, address issues that have a negative impact on their community, and determine what resources are needed to support their family.

Measurable Outcomes

- Mentors and tutors will assess student needs at the beginning of program.
- Mentors and tutors will submit a report on what transpired during each meeting with student/mentee.
- An end of the year report will be submitted by mentors and tutors describing the development of student/mentee.
- A survey will be distributed to parents at the end of the year to determine what referral resources they were availed and report what resources they utilized.

Youth Protection

Auburn University and Young Professionals in Training are committed to protecting the safety and welfare of youth who are involved in university related activities both on and off campus. It is our expectation that those individuals who work with youth conduct themselves appropriately, take reasonable measures to ensure their safety, and report instances or suspicion of inappropriate conduct or child abuse.

Activities and programs involving youth are integral to Auburn University's mission of improving the lives of the people of Alabama, the nation, and the world through education, research, and service. To serve, develop, and foster this mission, Auburn University created the Youth Protection Program. The Youth Protection Program promotes a culture of safety for all individuals participating in the wide variety of youth programs the University sponsors or sanctions, under university supervision.

The Youth Protection Program supports and protects the University community by developing standards regarding the protection of minors; delivering education and training on youth protection strategies; and assessing compliance with laws and the University's policies affecting youth protection. All staff and volunteers of Young Professionals in Training are required to get background checks and partake in annual child-protection training to participate in the program.

YPiT Advisory Council

The YPiT Advisory Council comprises Auburn University faculty, staff, and students (college & YPiT), community members, and parents. Their role within the organization is to serve as ambassadors, advise and support the work of YPiT. Members of the Advisory Council provide expertise in their respective fields and roles. They are responsible for the following:

- Collaborating with YPiT to ensure that the organizations' goals and objectives are met.
- Advising YPiT staff on programs and activities.
- Serving as advocates for YPiT.
- Assisting with strategies to improve and sustain YPiT.
- Supporting and participating in YPiT programs and events.
- Participating in fundraising and finding various resources to support YPiT.
- Adhering to Auburn University policies and procedures.

The YPiT Advisory Council will meet once a semester per the availability of its members. There may be some occasions in which the Advisory Council may meet more than once a semester.

Roles and Responsibilities of YPiT Staff, Mentors and Tutors

YPiT Coordinator

The YPiT Coordinator is a staff member of Center for Educational Outreach and Engagement (CEOE). This individual has oversight of the organizational structure of YPiT. The coordinator is responsible for collecting, compiling, and reporting data, ensuring that all staff and volunteers are compliant with AU's Youth Protection Program and all other policies and procedures, oversees the budget, conducts meetings, and collaborates with the Leadership Team in creating the annual budget, planning, and implementing program and activities, ensuring goals and objectives are met, and discussing ways in which the program can be improved. The coordinator collaborates with the administrative staff in planning agendas for meetings, developing social media and marketing strategies to promote the program, and communicating with parents, students, and mentors. Additionally, the coordinator works with the CEOE Development Officer and other constituents to acquire funding and additional resources.

YPiT Leadership Team

The YPiT membership team comprises the founder of YPiT, Coordinator of YPiT and Program Manager of CEOE, Curriculum Developer, President of Curtis House, Graduate Assistant, and mentors. The YPiT Leadership Team is responsible for collaborating with other members on developing and executing long-term and short-term goals and objectives, planning the program logistics for each academic year, developing, and implementing organizational strategies, making financial decisions, and maintaining the budget. The Leadership Team meets bi-weekly or on an as needed basis.

The YPiT Leadership Team is expected to always maintain professionalism and adhere to Auburn University policies and procedures. Members are expected to be present at YPiT sessions and meetings.

YPiT Administrative Team

The YPiT Team comprises the Coordinator of YPiT, Graduate Assistant, Lead Mentor and Vista student. The team is responsible for setting the agenda for YPiT Leadership Team agendas, ensuring that all the logistics are in place for monthly YPiT sessions, following up to make sure everyone involved in YPiT is compliant with AU Youth Protection Policies, planning the menu for YPiT venues, establishing wording for flyers, newsletters and social media communications and other administrative tasks that support operations and success for YPiT. The Administrative Team meets once a week.

Members of the team are expected to attend meetings and sessions, conduct themselves in a professional manner, and adhere to AU policies and procedures.

YPiT Graduate Assistant

The YPiT Graduate Assistant (GA) reports to the Coordinator of YPiT. The GA is responsible for overseeing training of new tutors and mentors, organizing all documentations for mentors and families, collaborating with supervisor, Lead Mentor, and Vista student in creating and maintaining YPiT calendar, sending emails to parents, mentors, and stakeholders, creating zoom links and hosting meetings and sessions, assisting supervisor with collecting, compiling, and reporting data and perform other duties as assigned.

YPiT Lead Mentor & Vista Student

The Lead Mentor and Vista student report directly to the Coordinator of YPiT both individuals work closely with the YPiT GA to train mentors and tutors, ensure that annual training/paperwork is complete, facilitate YPiT sessions, check-in with breakout sessions, conduct tutor and mentoring meetings, assess mentors' progress and engagement with students, distribute and review parent/child feedback forms, communicate with parents via email and phone, create flyers and promote YPiT through social media platforms. The Lead Mentor and Vista are required to attend YPiT meetings, sessions, and other related events.

YPiT Mentors

YPiT mentors are under the supervision of the YPiT GA and Lead Mentor. They are responsible for, participating in training, completing paperwork, work with two mentees, establish communication methods with parents, attend one monthly YPiT session per semester and attend two YPiT events per year (not including the End of the Year Celebration). Mentors will meet with students virtually and during YPiT sessions at the request of the parent and mentee.

YPiT Tutors

YPiT tutors can also serve as mentors and vice versa. They report directly to the GA and Lead Mentor. The tutors are utilized at the students' or parents' request. They collaborate with parents' and educators to determine the students' needs. The tutors will work with students virtually, personal tutoring can be provided in a public setting with the permission of the parent, Coordinator of YPiT and CEOE Manager of programs. Tutors are required to attend check-in meetings, one session once per year and two YPiT events per year (not including the required end of the year celebration).

YPiT Curriculum Supervisor

The Curriculum Supervisor collaborates with the Leadership Team to develop the YPiT curriculum. This individual over sees check-in meetings after each session to review parent/student feedback, is instrumental with the planning of sessions and training of YPiT mentors and attends sessions and events.

YPiT Parent Coordinator

The Parent Coordinator is a member of the YPiT Leadership Team. This individual serves as the liaison between the parents and students. They work with parents to assess the needs of their child/children and makes referrals to the parents based on their familial needs. The parent coordinator meets with parents twice a month during YPiT sessions, group me texts and zoom

meetings. She or he will meet with parents on an individual basis upon request.