

## The Tennessee Valley Tri-State LSAMP Alliance Scope of Work

Institution: \_\_\_\_\_

**Scope of Work Dates:** \_\_\_\_\_ to \_\_\_\_\_

We recognize that the LSAMP programming that takes place at each partner institution of The Tennessee Valley Tri-State LSAMP Alliance includes:

- advisement and transfer support services
- summer bridge or early arrival programs
- tutoring or supplemental instruction
- peer mentoring
- faculty mentoring
- undergraduate research
- professional development workshops

We will do the following as a partner of The Tennessee Valley Tri-State LSAMP Alliance:

- Advise students about The Tennessee Valley Tri-State LSAMP Alliance programs. We will do this in pre-collegiate programs, during bridge or early arrival programs, during orientation, and throughout academic year advisement. In particular, eligible students who are STEM majors, as well as those who are undecided in their majors, will be provided with information and advisement about the LSAMP programs.
- Provide effective academic and retention advisement to LSAMP Scholars to help them become integrated into the university community and address academic, personal, social, financial, emotional, developmental, cultural, and ethnic issues that may affect the academic performance and retention of underrepresented students in STEM.
- Provide bridge or early arrival programs to entering first-year underrepresented students that focus on social integration and academic enrichment activities in STEM fields.
- Provide tutoring or supplemental instruction for LSAMP Scholars.
- Provide peer tutoring for LSAMP Scholars.
- Provide faculty mentors to freshmen and sophomore LSAMP Scholars.
- Provide undergraduate research opportunities for LSAMP Scholars.
- Participate in one or more of The Tennessee Valley Tri-State LSAMP Alliance task forces for the benefit of alliance-wide activities.
- Participate in alliance-wide activities, including the Tennessee Valley Tri-State LSAMP Alliance conference, annual student survey and partner institution interviews, and other alliance-wide evaluations of programs and activities.
- Collect data on the gender, race/ethnicity, and program participation of LSAMP Scholars and track LSAMP Scholars' progress to degree completion. This includes completion or all components of the WebAMP report for the institution:

degree data for the institution, enrollment data for the institution, LSAMP Scholar activity data, LSAMP Scholar data, LSAMP faculty data, and all other data required for the institution for the WebAMP report.

- Track LSAMP Scholar graduates.
- Complete quarterly reports (i.e., complete the activity description, goals and objectives, and outcomes on the quarterly supplemental invoice form) on the participation of students in LSAMP programming according to the template and deadlines provided by The Tennessee Valley Tri-State LSAMP Alliance Director.
- Submit quarterly invoices to the alliance director and/or program manager according to the guidelines. **The quarterly report deadlines are as follows:**
  - The quarter 1 report (August 1 – December 31) is due **December 15.**
  - The quarter 2 report (November 1 – March 31) is due **March 15.**
  - The quarter 3 report (April 1 – June 30) is due **June 15.**
  - The quarter 4 report (July 1 – September 31) is due **September 15.**
- A mid-term fiscal report for no-cost extension funds is due **April 30.**
- Send representatives to the Annual External Advisory Board Meeting.
- Provide information for the website of The Tennessee Valley Tri-State LSAMP Alliance, including: contact information for the institution, scholar highlights, and articles on LSAMP activities at the institution.
- Respond to requests from the office of The Tennessee Valley Tri-State LSAMP Alliance Director and from task forces and partners of The Tennessee Valley Tri-State LSAMP Alliance.

Below is a description of the activities in each of nine categories of LSAMP programming and how these activities will be carried out at our institution.

1. advisement and transfer support services
2. summer bridge or early arrival programs
3. tutoring or supplemental instruction
4. peer mentoring
5. faculty mentoring
6. undergraduate research
7. professional development workshops

8. conference of The Tennessee Valley Tri-State LSAMP Alliance, if there is sponsorship.
9. other conferences (student support only)

In addition, we will participate in alliance-wide task forces as follows:

- **[describe participation in alliance task forces, including the names of individuals and descriptions of their commitment]**

The following individual(s) will be responsible for the grant management activities below:

- responding to request from the office of the alliance director  
**[name of individual, e-mail address, phone number]**
- submitting quarterly reports  
**[name of individual, e-mail address, phone number]**
- submitting quarterly invoices  
**[name of individual, e-mail address, phone number]**
- submitting the mid-year fiscal report  
**[name of individual, e-mail address, phone number]**
- serving as the grant office contact for the amendment  
**[name of individual, e-mail address, phone number]**
- serving on the External Advisory Board for The Tennessee Valley Tri-State LSAMP Alliance  
**[name of individuals, e-mail address, phone number of individuals approved by the provost]**
- serving on the Governing Board for The Tennessee Valley Tri-State LSAMP Alliance  
**[name of individual, e-mail address, phone number]**