Provost Scholars
Parent and Student Handbook
2014-15

Leading the Next Generation in the Passionate Pursuit of Excellence.
Provost Scholars Mission

The Provost Scholars is an educational enrichment program dedicated to supporting East Cleveland middle and high school students by furthering and strengthening their academic and career goals. We will realize this goal by helping Scholars to:

- Expand their creative, critical thinking, and problem solving abilities
- Strengthen their study practices
- Outline clear goals for their academic progress
- Improve their interpersonal proficiencies
- Explore educational and career pathways through mentoring and relationship building with Case Western Reserve University faculty and staff
Provost Scholars Program Leaders

William A. “Bud” Baeslack III was appointed Provost and Executive Vice President at Case Western Reserve University on October, 1, 2008, and is responsible for all facets of the academic programs and research of the University. He also holds an appointment as Professor of Materials Science and Engineering.

Prior to joining CWRU, Provost Baeslack served as the Dean of the College of Engineering and Executive Dean of the Professional Colleges at The Ohio State University. Provost Baeslack is also internationally recognized for his research in the materials science and engineering field.

Provost Baeslack received his B.S. and M.S. degrees in Welding Engineering from The Ohio State University and his Ph.D. degree in Materials Engineering from Rensselaer Polytechnic Institute. Following graduation from RPI, he served four years at the U.S. Air Force Materials Laboratory as a materials engineer and technical area manager.

Ms. Myrna Corley is the superintendent of the East Cleveland City School District, and is an alumna of John F. Kennedy High School, the University of Akron, and Cleveland State University. She currently serves on the Board of Directors for the Positive Education Program (PEP), founded in 1971. The PEP program was created in consultation with area school districts in the Greater Cleveland area to help schools better serve their most challenging students.

In her partnership with Case Western Reserve University, she has worked with the School of Dental Medicine to initiate the Healthy Bears for Healthy Teeth Program in primary classes throughout East Cleveland City Schools. More recently, Ms. Corley has helped to conceptualize and implement the Provost Scholars Program with Provost William “Bud” Baeslack. She is an ardent supporter of the Provost Scholars mission and its mentors.
**The Provost Scholars Program** is a partnership between Case Western Reserve University (CWRU) and East Cleveland City Schools. The program was founded by Provost William “Bud” Baeslack and East Cleveland City School District Superintendent Ms. Myrna Corley, to improve the academic outcomes of East Cleveland (Ohio) middle and high school students. Students from Heritage View Middle School and Shaw High School are selected to expand their creative, critical thinking and problem solving skills; improve their interpersonal proficiencies; and, explore additional academic pathways to post-secondary institutions by forming a mentoring relationship with CWRU faculty and staff and participating in intensive university seminars. They are student learners at CWRU and they meet twice each week on Tuesday and Thursday.

**Program Components:**

- **Mentoring Relationship:** Heritage Middle School and Shaw High School students are matched with CWRU faculty and staff.

- **Pursuit of Higher Education:** Provost Scholar Mentees and Mentors will have one-to-one interactions. Mentors will inspire mentees to pursue a higher education and excellence in their performance and to assume leadership roles in the school community.

- **Academic and Career Plan:** Provost Scholar mentees will work with their mentors to build an academic and career plan, develop a set of goals that consist of academic, social, and cultural activities, and establish a pathway to college or technical and vocational institutions.

- **Intensive University Seminars:** Scholars will participate in weekly Thursday seminars where they will receive tutoring help from an undergraduate student volunteer from the Case on-campus program Step UP, and join lectures with knowledgeable speakers who have expertise in history, law, medicine, video gaming, robotics engineering and more.

- **Parents College at Case** is monthly seminar for parents and guardians of the program. Parents will learn new ways to support their children’s academic achievement and their pursuit for a post-secondary education and a fruitful and engaging career.

- **Collectivity:** Parents, teachers, principals and community stakeholders will also work toward establishing a collective and unified initiative to inspire civic and academic innovation that focuses on supporting youth within the Greater Cleveland area.

- **Safe Ride Home for Mentees:** After all Provost Scholar activities, a program staff member will board the school bus and accompany the students to their homes.

- **Home Visits:** At the beginning of each year, the director will make a home visit to meet the parents or guardians, explain the program, and elicit their support for their child and the program.
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Parents College at Case

The Parents College at Case is a monthly seminar for parents and guardians of the program. The College is held from 10:30 a.m. to 12:30 p.m. on the fourth Saturday of each month, starting in October and ending in April. Parents will learn new ways to support their children’s academic achievement and their pursuit for a post-secondary education and a fruitful and engaging career. A wide variety of speakers and lecturers from the Undergraduate Admissions office, the Office for Diversity and Inclusion and the Engineering, Law, Medical, Nursing, and Arts and Sciences schools will be invited to appear over the course of the year. Each College will be held in Thwing Center located at 11111 Euclid Avenue. Metered on-campus parking is free on weekends.

Parents are encouraged to attend these seminars in order to increase their engagement in the program and keep abreast of new opportunities, tools and resources to help their Scholars succeed within the classroom, outside of school and in the community.

The Parents College is just one of many ways that parents can become involved in the program. Parents and family members are also invited to join the weekly university seminars held in Thwing Center on Thursday afternoons from 2:30 to 5:00 p.m., travel with the Provost Scholars to yearly grand events and attend the bi-yearly celebrations held in the winter and spring of each year. For more information about these opportunities and other upcoming events, please contact the program manager, Katrice Williams, at katrice.williams@case.edu or call (216) 368-5368.
Welcome to the Provost Scholars Program

September 1, 2014

Dear Provost Scholars Parents/or Guardians,

The Provost Scholars Program is a partnership between the East Cleveland City Schools and Case Western Reserve University. It is designed to provide fantastic learning opportunities for your Provost Scholar. As we start this new academic year, we would like to take this time to share our joint mission and goals with you and your Provost Scholar.

Our mission for the Provost Scholars Program is to provide additional learning, career and educational opportunities to middle and high school students in the East Cleveland School District. We will achieve our mission by helping the Scholars to explore additional educational pathways and career options through mentoring and relationship-building with Case Western Reserve University (CWRU) faculty and staff. In addition, we will work with each student to improve their creative, critical thinking and problem solving skills, strengthen their study habits, and improve their interpersonal proficiencies.

To help all of our Scholars take full advantage of the opportunities and resources available through the Provost Scholars, we ask that all Scholars remain fully engaged and committed to the goals of this program. We define engagement as full participation in the weekly meetings with their mentors and regular participation in the Intensive University Seminars and field trips. The Provost Scholars also requires that the parents participate in the monthly Parents College at Case seminars.

Finally, we recognize that the success of our program hinges on the participation, involvement and engagement of our parents. We are soliciting your help to ensure that your Scholar reaches their full academic, social, interpersonal and civic development. We have outlined in our letter of agreement some specific steps that both parents and Provost Scholars can take to reach our collective goals.

Please find attached a letter of agreement for both parents and students. If you have any questions, please contact Dr. Faye Gary at fgary@case.edu or call (216) 368-5240. Alternatively, you can contact the Program Manager, Ms. Katrice Williams, at katrice.williams@case.edu. We look forward to spending another outstanding year with you and our Provost Scholar!

Sincerely,

Faye Gary
Provost Scholars Mentors

**Ms. Carol Adrine** is currently the Academic Operations Coordinator in the Department of Biomedical Engineering at Case Western Reserve University, where she works with the recruiting process of undergraduate and graduate students, as well as the maintenance and flow of academic information. Previously, she held the position at the University as Project Administration for the Institute for Research on Unlimited Love, where she was responsible for the overall financial affairs of a $4.3 million grant. Her other work experiences included managing the daily operations of a community music school with an early childhood development program, music therapy and teen outreach divisions. Her community service included three years on the Board of Trustees for the Greater Cleveland Habitat for Humanities, two terms on the Board of the Friends, for the Cleveland Municipal’s School District’s Cleveland School of the Arts and she currently serves on the Board of Trustees of the Helen Moss Cancer Foundation.

**Dr. Mark G. Chupp**, PhD, MSW, is an Assistant Professor at the Jack, Joseph and Morton Mandel School of Applied Social Sciences of Case Western Reserve University (CWRU). He teaches community development and directs the East Cleveland Partnership, a multi-institutional initiative to support the revitalization of East Cleveland. Dr. Chupp is also an international consultant and trainer and has worked in Northern Ireland, Egypt, Columbia, Nicaragua, Costa Rica and El Salvador. He provided leadership in the establishment of the Culture of Peace Program as part of an effort to create a UN Local Zone of Peace in post-war El Salvador. Dr. Chupp completed his bachelor’s degree at Goshen College, his master’s degree in social work at the University of Michigan, Ann Arbor, and his doctoral degree in social welfare at Case Western Reserve University.

**Scott Fine**, MBA, BA, is an assistant professor in banking and finance at Case Western Reserve University’s Weatherhead School of Management. He teaches courses in financial strategy, corporate finance, financial decision making, mergers and acquisitions, valuation and private equity and value creation. Before joining the Weatherhead School, he was a professional strategic consultant, investment banker, public company Chief Finance Officer and private equity business owner. Mr. Fine has a bachelor’s degree from Cornell University and a master’s degree in business administration from Stanford University.
Dr. Faye Gary, EdD, RN, FAAN, is the Medical Mutual of Ohio Kent W. Clapp Chair and Professor of Nursing at the Bolton School of Nursing at CWRU. She has provided consultation to numerous world communities including the Republics of South Africa, Zimbabwe, and Botswana, the Kingdoms of Lesotho and Swaziland. In addition to providing consultation around the world, she chairs the Executive Committee of the National Advisory Committee for the Minority Doctoral Fellowship Program. Dr. Gar received her bachelor’s degree in Nursing and Sociology from Florida A & M University, her master’s degree in Psychiatric Nursing (Child and Adolescent) and Anthropology from Saint Xavier College in Chicago, Illinois, and her doctorate degree in Special Education and Anthropology from the University of Florida in Gainesville, Florida.

Jonathan Gordon, JD, BA, works as a professor of legal writing at Case's School of Law. Before joining Case Law School in 1989, he spent a year in private practice in Cleveland and three years as a trial attorney with the U.S. Equal Employment Opportunity Commission. Mr. Gordon received his bachelor's degree in Political Science and International Affairs from Columbia College (New York) and his law degree from Columbia University School of Law.

Dennis "Coach" Harris, BS, is the National Youth Sports Program Project (NYSP) Administrator/State Coordinator at Case Western during the summers. He assumed leadership of the NYSP program in 1996. After his appointment, Coach Harris introduced math and science subjects and incorporated the “P.R.I.C.E” (Prevention, Research, Intervention, Compassion and Education) model to ensure the success and growth of the project. In addition to running the program at CWRU, Coach also serves as the NYSP state coordinator for Ohio, working with the programs at the University of Toledo, the University of Akron and Cleveland State University. Mr. Harris earned his undergraduate degree in history from The Ohio State University.
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- Dr. James Lalumandier, MPH, DDS, BA, is Chair and Professor in the Department of Community Dentistry at the School of Dental Medicine. His specialty is dental public health and he is a diplomat of the American Board of Dental Public Health. Dr. Lalumandier is involved in several large-scale outreach programs providing care to several thousand underserved individuals annually, and primarily to school children. His research centers on preventing dental disease and oral health disparities. Dr. Lalumandier has published widely in both the dental and medical literature. He received his bachelor’s degree from Saint Anselm Center in Manchester, NH, his DDS degree from Georgetown University in Washington, D.C., and his MPH from the University of North Carolina in Chapel Hill, N.C.

- Raymond Ku, JD, AB, is a Professor of Law at Case Western Reserve University School of Law. He has also served as Associate Dean for Academic Affairs and Co-Director of Case’s Center for Law, Technology and the Arts. He received his J.D., cum laude, from New York University School of Law where he was a Leonard Boudin First Amendment Fellow in the Arthur Garfield Hays Civil Liberties Program. Before attending NYU School of Law, he received his A.B. with Honors from Brown University where he was the recipient of the Philo Sherman Bennett Prize for the best political science thesis discussing the principles of free government. He has taught at Cornell Law School, Seton Hall University School of Law, Thomas Jefferson School of Law, and St. Thomas University School of Law.

- Dr. Sana Loue, PhD, JD, MSSA, MA, is a Professor in the Department of Bioethics and serves as the Vice Dean for Faculty Development and Diversity in the School of Medicine. She has secondary appointments in the Departments of Epidemiology and Biostatistics, Psychiatry, and Global Health at the Jack, Joseph, and Morton Mandel School of Applied Social Sciences. Dr. Loue holds graduate degrees in law (J.D.), epidemiology (Ph.D.), medical anthropology (Ph.D.), social work (M.S.S.A.) and secondary education (M.A). She is also ordained as an interfaith minister. Dr. Loue’s primary research focus is on HIV risk and prevention and family violence in marginalized communities. She has authored and edited over 70 peer-reviewed articles, 58 book chapters and 27 books.
**Dr. T. J. McCallum**, Ph.D., is a clinical geropsychologist and professor at Case Western Reserve University. He has conducted research focusing on older adult populations. His primary research interests are stress and coping with problems in later life, particularly among elders caring for family members with Alzheimer’s disease. In his research, he has applied a biopsychosocial framework to investigate the aspects of the stress process in caregiving families. Dr. McCallum received his bachelor’s degree from the University of California at Berkeley, his master’s degree from Columbia University and his Ph.D. from the University of Southern California. He also completed his predoctoral fellowship at the University of California at San Francisco.

**Dr. Patricia McDonald**, PhD, RN, is an associate professor in the Francis Payne Bolton School of Nursing. Her primary research interests include studying diabetes, chronic illness and health promotion. She was also the principal investigator for the “Teaching Acceptance to Chronically Ill Older Adults” and “The Beauty for Ashes” projects, and co-investigator for the Parent Grant program with Dr. Jaclene Zauzniewski. Dr. McDonald earned her bachelor’s and master’s degrees in Psychiatric and Mental Health Nursing from The Ohio State University, and her doctorate in Nursing from Case Western Reserve University. She completed a postdoctoral fellowship at Henry Ford Health Systems in Detroit, Michigan.

**Dr. Marilyn Sanders Mobley**, PhD, MA, BA, is the Vice President for Inclusion, Diversity, and Equal Opportunity and is a Professor of English. She provides strategic leadership for the university-wide effort to develop and sustain a welcoming environment for faculty, students, staff, and alumni. Prior to her appointment at Case Western Reserve University (CWRU), she served as Provost at Bennett College for Women in Greensboro, North Carolina, the Associate Provost for Educational Programs at George Mason University and a tenured Associate Professor of English, where she was also a faculty member for 19 years. Dr. Mobley has a PhD in English from CWRU, a master’s degree in English from New York University and a bachelor’s degree from Barnard College of Columbia University.
Dr. Rolfe Petschek, Ph.D., is a theoretical physicist and an associate professor in the Physics Department at CWRU. Dr. Petschek is interested in light and heat, and how light can be controlled for practical devices. He thinks mostly about “soft condensed matter”. A prime example is the liquid crystals that are changed by electric fields to make flat panel displays work. Two of his patents are in these displays. He has also expressed interest in pure and applied science – both by understanding how things tick and how we can make practical devices from them. Outside of science, he enjoys languages, food, particularly exploring new ethnic cuisines, and outdoor activities like hiking and picking and eating wild mushrooms, particularly with his wife and daughter. Dr. Petschek received his S.B. degree from the Massachusetts Institute of Technology and his doctoral degree from Harvard University.

Ryan Pretzer, MBA, is a technical writer at Case Western Reserve University (CWRU). He is an experienced business professional with a background in strategic and tactical marketing, business information systems, and global operations management and financial and managerial accounting. Prior to joining Case Western Reserve, he worked as a paralegal and business analyst in the Customer Contact Practice Group at Progressive Insurance. Mr. Pretzer holds a bachelor’s degree in English and professional writing from Rochester College and a master’s degree in business administration, with a concentration in marketing, from Cleveland State University. He is currently pursuing a master’s degree in English and Literature (expected 2016) from CWRU.

Dennis Rupert is the Associate Vice President for Student Affairs for Operations and Planning. He is an experienced senior student affairs professional providing visionary leadership for over 20 years in small and medium, public and private, liberal arts and comprehensive research educational settings with demonstrated success in facilities management; financial oversight; student / staff development and supervision; strategic planning and assessment; grant development and oversight; fundraising; and policy and process.
Dr. Robert Walser, PhD, MA, earned doctoral degrees in both musical performance and musicology, and has since acquired certification as a Pro Tools Operator and an Apple Certified Macintosh Technician. He has published extensively on jazz and other popular music, including his books *Running with the Devil: Power, Gender, and Madness in Heavy Metal Music* and *Keeping Time: Readings in Jazz History*. His writings have been translated into German, Spanish, Japanese, and Hungarian, and he is currently working on projects concerning contemporary music production technology and the implications for humanists of recent research in neuroscience. Professor Walser has received NEH and ACLS fellowships and has twice won the Irving Lowens Award for Distinguished Scholarship in American Music.

Dr. Lee Thompson, PhD, MA, is the chair of the psychological sciences department and a professor at Case Western Reserve University. Her research has explored the development of cognitive skills, temperament, and language from infancy through childhood using siblings, twins, and genetic techniques. She is particularly interested in how the genetic code is translated into complex behavior at the level of brain function. Dr. Thompson has also been the recipient of the McGraw-Hill Excellence in Teaching First-Year Seminars Award and a co-creator of the Seminar Approach to General Education and Scholarship (SAGES) program at Case. Dr. Thompson received her bachelor’s degree from Case Western Reserve University and her master's and doctorate degrees from the University of Colorado at Boulder.

Dr. Mark Sniderman, PhD, MS, is an executive-in-residence at the Weatherhead School of Management (CWRU). He also recently retired from the Federal Reserve Bank of Cleveland where he served as the Executive Vice President and Chief Policy Officer from 2007 to 2014. As Executive Vice President he was responsible for policy formulation and messaging across the Bank and oversight of the research and community development departments. He joined the Bank's Research Department as an economist in 1976 and would later be appointed as assistant vice president in 1983, vice president and associate director of research in 1986 and senior vice president and director of research in 1995. He earned his bachelor's degree from Case Western Reserve University and master's and doctoral degrees in economics from the University of Wisconsin at Madison.
Dr. Scott Wilkes, PhD, JD, MSW, BSW, is currently the Director of Field Education at the Jack, Joseph, and Morton Mandel School of Applied Social Sciences (MSASS). He joined the Field Education Department in the fall of 2007 as a Field Faculty Advisor and assumed leadership for the department in 2011. Prior to joining MSASS, he served as the Director of a 5.6 million dollar managed care pilot project with Beech Brook and the Cuyahoga County Department of Children and Family Services. He also held the position as Vice President of Outpatient Services at Beech Brook. Dr. Wilkes worked as a social worker with the Legal Aid Society, Juvenile Rights Division in Manhattan Family Court and as the Vice President of Corporate Development with a national foster care agency. He received his bachelor’s degree in Social Work from the City University of New York, Lehman College and his master’s degree in social work from Columbia University. He is also a graduate of the CWRU, School of Law, and received his PhD from the CWRU, School of Graduate Studies.
Dear Provost Scholar Parent and/or Guardian,

Thank you for taking the time to read the Provost Scholars Program Letter of Agreement! After reading the agreement, please be sure to initial by the appropriate statements and sign and date at the bottom. We will provide a copy of this agreement for your records. The program expectations are as follows:

Program Participation and Attendance

- Provost Scholars are expected to **attend** and **fully participate** in each program session, which is held every Tuesday and Thursday from 2:30 p.m. – 5:00 p.m.
- Both parents and students are encouraged to communicate with the program coordinators, via e-mail or phone, at least 24 hours in advance if a student will not be attending a session.
- If a Provost Scholar misses a session without communicating with the program coordinators, for any reason, someone from the program will contact the parent and/or guardian to discuss a contingency plan.
- During the seminars and weekly mentee-mentor meetings, Scholars should refrain from using any mobile phone or other electronic device.
- If a parent or guardian is attempting to contact a Scholar, they are encouraged to contact the school principal or one of the program coordinators. This action will help the Provost Scholars to remain focused on their learning objectives.

Provost Scholars Academic Learning

- Provost Scholars are encouraged to read and study for all of their academic lessons and fully participate in their school classroom.
- In order for students to be able to fully participate in school and the Provost Scholars program, as well as derive all of the necessary benefits for academic learning, it is imperative they obtain an adequate night’s rest.
- Limiting television, non-essential internet activity and video games can help to improve students’ learning and attention. We ask all parents to work with their Scholars to reduce these activities during the week.

Parent Engagement and Involvement

- The Provost Scholars program will hold a monthly Parents College at Case for the parents and guardians of our Provost Scholars. These college sessions have been scheduled for the fourth Saturday of every month, unless otherwise noted. Parents/guardians were expected to attend all of the sessions throughout the school
year. The first Parents College will be held on Saturday, October 25th. The college sessions will be held in the Thwing Center.

• Parents will provide updated contact information, including but not limited to, telephone and mailing information.

Parent Permission for Program Evaluation

We are continually seeking to improve our program and resources and to facilitate this improvement, periodically, we will ask you to complete surveys. These surveys will be distributed at the mid-point of the program, and again, at the end in May of 2015. We will also be distributing surveys to your Scholar in order to solicit their feedback about the program as well.

Provost Scholars Parents are asked to commit to the following:

• I will ensure that my student will attend each session.(Parent Initials)
• I will work with my child to eliminate their cell phone use during program sessions. (Parent Initials)
• I will communicate information about my Scholar’s absence from the program to the program coordinators and to the school principal. (Parent Initials)
• I will check regularly with my Provost Scholar to help assure that they have completed all of their homework assignments and are up-to-date on their school projects. (Parent Initials)
• I will work with my Scholar to ensure they are reading and studying for at least 20 hours each week outside of the school day. (Parent Initials)
• I will encourage my Scholar to pursue their desired profession by helping them to create an academic and career plan. (Parent Initials)
• I will work to limit the number of hours my Scholar consumes television and/or plays video games. (Parent Initials)

Thank you for taking the time to read and complete this agreement. If you have any questions, please contact Dr. Faye Gary at fgary@case.edu or call (216) 368-5240. You may also contact the Program Manager, Ms. Katrice Williams, at katrice.williams@case.edu.

Signature: ________________________________ Date: ________________
Dear Provost Scholar,

Thank you for taking the time to read this agreement! In this agreement, you will find ways that you can become even more successful in the program. Please read each statement carefully:

**Attendance and Participation**

- I will attend all Provost Scholars sessions.
- I will communicate with my mentor, the school principal, and the program coordinators if I plan to be absent from the program, for any reason.
- I will be respectful to my peers, program coordinators, mentors and guest speakers during all program sessions.
- I promise to be attentive and participate in all program seminars.
- I will refrain from using my cell phone or other electronic device while I am in any program session or with my mentor or other learning activity.
- I understand that if I miss a session with the Program Scholars program without communicating my absence to the school principal and the program coordinators, my parents will be contacted.

**Learning Sessions and Expected Behavior**

- I will be respectful of my peers and teachers at school.
- I will listen to my teacher’s instruction and work to complete all of my homework assignments in their entirety and submit them on time.
- I will maintain a strong academic record with a minimum grade point average of 3.0.

**Mentor-Mentee Relationship**

- I will work to build a strong relationship with my mentor by attending every Tuesday session and notifying him/her before noon on Tuesdays if I will be absent.
- I will keep my mentor up-to-date on my class and school assignments.
- I will be open and forthcoming with my mentor about any school problems that I am having and I will ask my mentor for help when needed.

**Study Habits**

- I promise to commit to studying and reading at least 20 hours a week.
- I understand that sleeping at regular hours is necessary for my academic success.
- I will limit television and video games in order to focus on my academics.

Signature: ________________________________ Date: ________________
Dear Parent or Guardian:

Case Western Reserve University (CWRU) and the East Cleveland City School System are proud to invite you to the Provost Scholars Program. It will include Heritage Middle School, Shaw High School, and the University. We think this is an exciting way for students at both schools to become involved with faculty and staff at CWRU. This program is designed to help you in their academic learning. It will also offer additional opportunities for career development by introducing them to the joys and challenges associated with becoming a college student. The partnership is also a way for your son or daughter to develop a long-term relationship with a caring faculty member here at the University.

The Provost Scholars Program will give students the chance to interact with faculty and staff from Case. It will also provide real-life experiences that occur at a university that could be translated into the lives of the students. Your child will be able to participate in special project activities, which might include data management, writing, research, and other office related tasks.

Your son or daughter will also be matched with one faculty member at the University. Twice weekly, your child will be transported from Heritage View Middle School and Shaw High School to CWRU where s/he will report to the mentor’s office for the duration of the afternoon. At the end of the day, the bus will transport the students to their homes. E-mail, Twitter, and Facebook are other forms of communication that might occur between the faculty member and your child. A profile of your child’s mentor is included in the beginning pages of this handbook.

In addition, we will ask you to participate in the Parents College at Case, which will include all parents/guardians of the students who are Provost Scholars. The purpose of the Parents College is to provide opportunities for parents to learn information that is important to them. Parents will determine the content that will be featured in the College, which will convene on the fourth Saturday of every month from 10:30 a.m. to 12:30 p.m. at Thwing Center, Case Western Reserve University, 11111 Euclid Avenue, Cleveland, OH, 44106.

The Provost Scholars program start date is scheduled for Tuesday, September 23, 2014. If you are interested in having your son/daughter participate, please complete and return the permission form for your daughter/son.

We are proud to announce this new partnership and we look forward to working with you!

THANK YOU FOR SUPPORTING THE PROVOST SCHOLARS PROGRAM
Parent Permission Form

My daughter/son ______________________ has my permission to participate in the Provost Scholars Program at Case Western Reserve University which will require her/him to work with a mentor once a week and participate in weekly seminars on the university campus.

The Provost Scholars are scheduled to travel to Case Western Reserve University twice a week. They meet with faculty mentors on Tuesdays, and participate in the Intensive University Seminars on Thursdays. On both days, they will be on campus from 2:30 p.m. to 5:00 p.m.

The Provost Scholar must return this completed information to Dr. Faye Gary, at Case Western Reserve University, during the first home visit and no later than Thursday, September 25, 2014, which is the first Intensive University Seminar. We will return a signed copy to you.

I grant my child, ____________, permission to participate in the Provost Scholars Program.

Parent Signature ___________________________ Date __________________

Parent Contact Information:

Parent/Guardian Name: ________________________________
Telephone Number: ____________________________
Current Address (Line 1): __________________________________________________________
Current Address (Line 2): __________________________________________________________
City: __________________________ State: ______ Zip Code: __________________________
E-mail Address: ____________________________@_______________._____________

Second Contact Person (In Case of an Emergency): ________________________________
Telephone Number: ____________________________
Current Address (Line 1): __________________________________________________________
City: __________________________ State: ______ Zip Code: __________________________
E-mail Address: ____________________________@_______________._____________
Provost Scholars Media Release and Clearance Form

I, ____________________________, enter into this Release with the Case Western Reserve University (CWRU) Provost Scholars Program.

I authorize the Provost Scholars Program ("Program") to create recordings, photographs and films of my or my child's image, likeness, and/or voice ("Recordings") in connection with my participation in the program, including but not limited to the Intensive University Seminars, Parents College at Case and field trips. I agree the Recordings may take the form of photographs, films, video and audio tapes, digital files, and/or any other media and social media. The Program may use the Recordings in their original or edited form for the program's monthly newsletter, website, social media content and other commercial and educational content to inform the teachers, principals, parents and students of the Program, the East Cleveland community and other partners of the Program.

I also understand that use of the Recordings may include, but not necessarily be limited to, the following:

- In promotion of the partnership between CWRU and East Cleveland schools
- For use at East Cleveland City Schools and the East Cleveland School Superintendent’s Office
- Internal use for the Provost Scholars Program
- Streaming in digital format (live) on the Provost Scholars' website
- To ensure the students and/or participants in the program will reach their professional goals in promotion of this program

I further acknowledge that I will not be compensated for any uses made of the Recordings, and that the CWRU Provost Scholars Program exclusively owns all rights to these Recordings. However, except for the permissions I am granting here, I retain all rights I may otherwise hold in copyrighted materials and/or incorporated into the Recordings.

I hereby waive all rights and release the CWRU Provost Scholars program (including its officials, employees, representatives, agents, licensees, successors, and assigns) from, and shall neither sue nor bring any proceeding against any such parties for, any claim or cause of action, whether now known or unknown, for defamation, invasion of right to privacy, publicity or personality or any similar matter, or based upon or relating to the use and exploitation of the Recordings.

I agree that I have read and understood the contents hereof, and that I have the right and authority to execute this Release.

__________________________________________  ______________
Parent Signature                                      Date

__________________________________________  ______________
Student Signature                                   Date
Waiver for Field Trip Participation

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a Provost Scholars Program sponsored activity requiring transportation away from the Case Western Reserve University campus and East Cleveland Public School District. This activity will take place under the guidance and supervision of employees and staff from the Provost Scholars Program, who are also CWRU faculty and staff. Thus far, there are two field trips planned for the Fall 2014 session at the Maltz Museum of Jewish Heritage and The Corner Alley (bowling). Event details for each field trip are included below:

**Maltz Museum of Jewish Heritage**
Address: 2929 Richmond Road, Beachwood, OH 44122  
Maltz Museum Telephone No.: (216) 593-0575  
Thursday, October 23rd from 2:30 to 5:00 p.m.  
Designated Supervisor of Activity: Dr. Faye Gary; Program Manager: Katrice Williams  
Method of Transportation: Bus

**The Corner Alley**
Address: 402 Euclid Avenue, Cleveland, OH 44114  
The Corner Alley Telephone No.: (216) 298-4070  
Thursday, November 20th from 2:30 p.m. to 5:00 p.m.  
Designated Supervisor of Activity: Dr. Faye Gary; Program Manager: Katrice Williams  
Method of Transportation: Bus

If you would like your child to participate in these events, please complete, sign and return the following statement of consent and waiver of liability and emergency contact information on the reverse side.

My child has special medical concerns: Yes ____  No____(If yes, please describe – over...)

**CONSENT AND WAIVER**

I hereby request the participation of my child, ____________________________, in the events described above. I understand that these events will take place away from the Case Western Reserve University and East Cleveland City School grounds and that my child will be under the supervision of the designated Provost Scholars Program staff on the stated dates. I further consent to the conditions stated above, including the method of transportation. Further, if my child misses the school bus from their school location they are neither permitted to join the Provost Scholars at the field trip site, nor contact a program staff member to transport them to the field trip destination.
I hereby agree, on behalf of the named student and his/her other parent or legal guardian(s), to waive any claims of liability against the Provost Scholars Program, Case Western Reserve University, and East Cleveland City Schools (and any program staff, faculty mentors, volunteers, agents or employees) which may arise from the participation of the named student in the above-described events.

____________________________________
(Print Parent’s Name)

____________________________________  ______________________________
(Parent’s Signature)                    (Date)

PLEASE RETURN THIS ENTIRE FORM BY: TUESDAY, SEPTEMBER 25, 2014

**STUDENT EMERGENCY CONTACT INFORMATION**

STUDENT’S NAME: ______________________________

PERSON TO CONTACT IN CASE OF EMERGENCY:

______________________________________________

RELATIONSHIP TO STUDENT: ________________________________

EMERGENCY CONTACT PHONE NUMBER(S): ________________________________

EMERGENCY CONTACT ADDRESS:

______________________________________________

______________________________________________

MEDICAL CONCERNS:

______________________________________________

______________________________________________

______________________________________________
CHAPERONE AGREEMENT AND EMERGENCY CONTACT INFORMATION
(Please Use for Chaperoned Trips ONLY)

CHAPERONE NAME: ___________________________________________

CHAPERONE’S CELL PHONE #: ________________________________

PERSON TO CONTACT IN CASE OF EMERGENCY (NOT ATTENDING THE TRIP):

_________________________________________________________________

RELATIONSHIP TO CHAPERONE: _________________________________

EMERGENCY CONTACT TELEPHONE NUMBER(S): ______________________

EMERGENCY CONTACT ADDRESS(ES): ______________________________

MEDICAL CONCERNS:

_________________________________________________________________

_________________________________________________________________

As a chaperone, I understand that I must maintain responsible behavior while on the field trip, and assist the teachers in keeping the children safe. I agree that I am 21 years of age or older. I understand that no alcoholic beverages are to be consumed at any time on the field trip.

_________________________________  __________________________  ____________
Signature                                      Print Name                                Date
Program Staff

Program Director

Dr. Faye Gary, EdD, RN, FAAN, is the Medical Mutual of Ohio Kent W. Clapp Chair and Professor of Nursing at the Bolton School of Nursing at CWRU. Dr. Gary also holds a secondary appointment with the Department of Psychiatry at the School of Medicine. Her passion for excellence and assisting the next generation of Provost Scholars inspired her to build and expand the Provost Scholars program. Her work with Provost William Baeslack and the East Cleveland City School Superintendent Ms. Myrna Corley has resulted in the Provost Scholars serving over 30 students in the city of East Cleveland and impacting the future of middle and high school students over the past two years. In addition to her work with the Provost Scholars, Dr. Gary plays an active role in local, national and international communities by helping to inform policy leaders about the plight of children and mental health issues across the life course.

Program Manager

Katrice Williams, B.A., is a current graduate student at the Jack, Joseph, and Morton Mandel School of Applied Social Sciences, pursuing a dual master’s degree in Social Administration and Management of Nonprofit Organizations. She has worked in a diversity of sectors, including nonprofit and for-profit. Her background in program development and management, parent and family engagement, and women’s rights and empowerment has helped her succeed in working with women, youth and families in several countries, including China, Nigeria, South Africa, the United Kingdom, the United States and Zambia. She joined the Provost Scholars program in January 2014. Ms. Williams completed her International Baccalaureate diploma at the United World College of the Atlantic and earned her bachelor’s degree in International Relations at Stanford University (Stanford, CA).

Contact Information for Provost Scholars
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