



## Program Expectations

We are excited for you to join programming! All of the staff here at The Possible Zone (TPZ) are committed to providing you with the opportunity to gain skills you can use to design the life you desire. As a program participant, you need to adhere to the following policies and procedures:

### **Expectations: Staff**

- **Respect:** TPZ staff will treat you with respect and professionalism, and we expect the same from you
- **Support:** TPZ staff is here to help you through this program and difficult time and make the most out of your learning experience
- **Commitment:** TPZ staff has an unwavering commitment to helping you continue to learn, and will provide guidance as you pursue your professional and academic goals
- **Trust:** TPZ staff can be trusted to conduct themselves with your best interests in mind and to never disclose anything that's told in confidence unless your safety is at risk

### **Expectations: Students**

- **Respect:** Display a positive attitude in words, body language, behavior, and overall conduct toward TPZ staff, students, guests, and property.
- **Engagement:** Bring the highest level of effort, energy, and enthusiasm to TPZ's lessons and activities as often as possible
- **Teamwork:** Be willing and open to working with classmates through group activities and business operations
- **Attendance:** Regularly attend Possible Zone sessions on time (see below)
  - **To reach 80% completion you cannot miss more than 3 classes**
  - **If you plan to be late or miss a class please let your educator know**

### **Stipends & Bonus**

- The amount of your stipend depends on which class (Discover, Ideate, Incubate, Consult, Deep Dive) you are enrolled in. (Discover: \$24/class, Ideate: \$27/class, Incubate: \$30/class; Consult: \$32/class)
- Stipend checks (or direct deposit receipts) are issued every two weeks during the term and will be distributed in class by your educator. If you are unable to



pick up your check at TPZ, it will be mailed to you the following week.

### Attendance

Classes will be in person at TPZ's Innovation Center and **start at 4pm.**

- **In order to receive your stipend & be marked attended for that day you need to be present for the class (no more than 20 minutes late and actively participating in class activities/discussions).**
- If you miss class for any reason, are over 20 minutes late, or need to leave more than 20 minutes early, **you will not receive a stipend for that day.**
- If you are more than 20 minutes late after the **third time**, you will need to speak with the Senior Director of Student Support to create a plan moving forward. A phone call to your home may be needed. That being said, you do have an opportunity to make-up work and receive half the stipend amount.

**New Students:** If you **DO NOT** attend the program by **Day 2**, your spot will be given away and you will need to wait until the next term to attend.

The expectation is to be on time and to show up to all scheduled classes. However, we understand that extenuating circumstances prevent us from being in a place in a timely manner—we ask that you communicate with your educator. If you are late more than 3 times over 20 min you and the Director of Student Support will discuss a plan to make sure attendance is being met.

### Completion of Program

All activities assigned by your educator must be completed in the given timeframe by the deadline in order to receive a stipend for that day. However, **if you miss any days, you will be required to submit this material before the end of the term to receive your certificate of completion.** If you attend **all** classes and participate in all the milestone events, you will also receive a \$75 bonus at the end of the term.

### Grounds for Dismissal

Any violation of The Possible Zone policies or any conduct considered inappropriate or unsatisfactory may, at the Program Team's discretion, subject the student to disciplinary action. The Program Team reserves the right to terminate a student immediately for serious misconduct.

**The examples cited below are not intended to be an all-inclusive list:**



- Reporting to TPZ under the influence of alcohol or illegal drugs or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on TPZ property.
- Smoking or vaping on TPZ property.
- Any act of dishonesty, including theft or misappropriation of funds, time, or property or the private property of others in the space.
- Damaging, defacing, destroying or abusing, or sabotaging TPZ property or the property of others in the space.
- Any act that creates an unsafe participation environment. An “unsafe participation environment” is an environment where others are being disrespected, and/or any conduct that is an “act of violence”. This includes but is not limited to hostile verbal/physical confrontations, non-constructive criticism, using profane, extreme, or abusive language, and other unprofessional behaviors.
- Sexual harassment/sexual misconduct or other conduct or behavior that interferes with the ability of other students to do their work. This includes PDA (personal display of affection).
- Personal conduct that is dangerous to others or violates TPZ safety regulations.
- Failure to adhere to attendance or time-keeping regulations and excessive absenteeism and/or tardiness.
- Failure to participate & engage in program activities

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_