



## Industry Pipeline Leadership Development Program Program Policies and Procedures - Maryland



### Program Overview

**The Industry Pipeline Leadership Development Program (IPLD)** is a national professional leadership and personal enrichment experience that prepares individuals for technical, professional and personal success in prospective careers. This is a *multi-year pipeline program* that recruits, trains and prepares individuals for their steps toward career success from *middle school through college*.

**EduSerc** is a nationally recognized 501 (c)(3) tax-exempt, nonprofit corporation that dedicates itself to the development and advancement of youth, adults and the community across the nation. Founded in 1996, the focus of the organization is to build an infrastructure of resources to strategically and creatively address needs in the community that involve education.

The IPLD Program performs the following for students:

- Industry field trips to corporate businesses for students during the days when students are out of school.
- Saturday training sessions (held monthly) with students and parents to help them with academic, financial and technical support on industry projects with industry mentors.

Annual participation and project capstone presentations at our Annual Career and Professional Development Conference (April 2-3, 2020) held at Microsoft's Mid-Atlantic District Conference Center in Chevy Chase, MD.

### **How Does it Work?**

When schools are closed, students participate in various industry field trips and mentoring experiences to help them decide on a career field. Throughout the year, students receive technical and professional development skills training, scholarship preparation assistance and project-based learning opportunities with industry mentors to adequately prepare them for the workforce and their field of choice.

Each participant will later connect with employers in our network for internship, externship or job shadowing experiences at our annual career and professional development conference for opportunities around the country over the summer (or work to start a business as an entrepreneur).

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## Preparation for your Program Visits

### **What to Bring On Your Visits**

- Pen/Pencil
- Notepads

**NOTE:** A mini notebook will be given to each student in the IPLD Program to bring on their visits.

### **\*Dress Code\***

The dress code for is business casual (casual or business shirt, nice khakis/dress pants, loafers, or comfortable shoes but no sneakers or jeans allowed). Students are to be dressed for indoor activity, but will be provided an EduSerc shirt to wear monthly in the program. Students must wear clothing without any offensive phrases, languages, symbols or other types of logos that may be offensive publicly.

### **Pictures / Video (Media Release)**

Students will be taking various photos with their mentors, industry professionals and other pictures of their projects. Media content is used for the promotion of the program efforts and recording of successes for each student's personal portfolio. A media release is provided within this document that all students are requested to complete, with their parent's authorization.

### **Program Visit Schedule**

<b><u>Saturday Program Dates/Times</u></b>	<b><u>Location</u></b>	<b><u>Agenda</u></b>
<u>October 5, 2019</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Program Orientation</u></b> Mentor/Mentee Discussions Industry Project Layouts
<u>November 2, 2019</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Academic Training</u></b> Industry Project Development Parent Resource Trainings
<u>December 7, 2019</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Industry Training/ Development</u></b> Presentation Skills Training Industry Project Development Parent Resource Trainings
<u>January 18, 2020</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Money Management/Finance Dev.</u></b> Industry Exploration Industry Project Development
<u>February 1, 2020</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Academic Training</u></b> Industry Project Development Parent Resource Trainings
<u>March 7, 2020</u> 9am – 1pm	<b>Microsoft Columbia</b> 6518 Meadowridge Road Suite 200 Elkridge, MD 21075	<b><u>Industry Training/ Development</u></b> Presentation Prep for ACPDC Industry Project Development Parent Resource Trainings
<u>April 2-3, 2020</u> 10am – 3pm	<b>The Annual Career and Professional Development Conference</b> Microsoft Mid-Atlantic District Conference Center 5404 Wisconsin Ave. Chevy Chase, MD 20815	Career Workshops Professional Trainings One-on-One Sessions Industry Competitions Scholars Luncheon Networking Sessions Certification Trainings





## General Program Information

### **General Point of Contact Information**

The general point of contact for the program is as follows:

General Email for all Concerns: [ipld@eduserc.org](mailto:ipld@eduserc.org)

### **IPLD Program Lead** (Onsite Program Details)

Brian K. Smith

[Brian.Smith@eduserc.org](mailto:Brian.Smith@eduserc.org)

(301) 440-5331

### **IPLD Program Assistant**

Justin Johnson

[Justin.Johnson@eduserc.org](mailto:Justin.Johnson@eduserc.org)

(301) 498-2899 ext. 107

### **Program GPA Requirement**

There is no GPA requirement to be accepted into the IPLD Program. However, students must provide proof of their efforts to achieve and/or maintain a 3.0 cumulative GPA or higher to maintain their acceptance in the leadership program. Proof will be a combination of report cards and progress reports.

Students without a 3.0 GPA entering the program will be provided with time to raise their GPA and additional assistance to help them with academic strategies. Students will be given a semester (2 quarters) to raise their GPA to a 3.0 GPA. Progress reports and report cards are requested by each student to turn in to their IPLD Program lead to monitor their performance in this program, so that additional assistance can be provided if needed.

Student's scores and situations will be evaluated by the IPLD Core Team to determine the continuance in the program.

### **Industry Field Trips**

Each location will host its own schedule for field trips:

<u>Prince George's County:</u>	<u>Montgomery County:</u>
<ul style="list-style-type: none"><li>• October 18, 2019</li><li>• November 11, 2019</li><li>• November 27, 2019</li><li>• January 20, 2020</li><li>• February 17, 2020</li></ul>	<ul style="list-style-type: none"><li>• September 30, 2019</li><li>• October 9, 2019</li><li>• November 27, 2019</li><li>• January 20, 2020</li><li>• February 17, 2020</li></ul>

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## **Arrival / Start Time Industry Field Trips**

Arrival time for registration for the IPLD Field Trips are 8am at the following locations:

### **Montgomery County:**

Location: Montgomery Mall (Westfield) – Parking lot behind Nordstrom’s.

### **Prince George’s County:**

Location: Prince George’s Community College (PGCC) – Back Parking Lot D

## **Program End Time – Industry Field Trips**

The field trips will come back to their original pick-up locations between 5pm – 6pm. Students must be picked up by 6pm from the given location above.

## **Lunch – Industry Field Trips**

Lunch will be provided to students in the program on industry field trips.

## **Code of Conduct**

**PUNCTUALITY** - Students are expected to be on time to prevent the disruption of class.

**RESPECT FOR SELF AND OTHERS** - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. The use of profane and inappropriate language and actions will not be tolerated. Students are expected not to harass others verbally or physically. Students are expected to come to program free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

**RESPECT FOR AUTHORITY** - Students are expected to respond in a respectful manner to all adults while under the jurisdiction of EduSerc and while participating in the program.

**RESPECT FOR PROPERTY** - Students are expected to treat all property belonging to EduSerc and to others with care.

**NON-VIOLENCE POLICY** - EduSerc’s policy is to maintain an environment free from all forms of violence. Acts or threats of physical violence, possessing a weapon, to threaten another individual with bodily harm, or to assault another individual, occurring on EduSerc’s property or during the performance of EduSerc’s programs are strictly prohibited.

Examples of violence include, but are not limited to, conduct such as: threats or acts of physical or aggressive conduct; threats to destroy or intentional destruction of property belonging to EduSerc, its students, or their respective employees; threatening phone calls or correspondence (including email, text messaging and social media); and/or surveillance or stalking activities. The possession, transfer, sale or use of firearms, weapons, explosives or other improper materials is prohibited or its client’s premises. Anyone in violation of this policy will be subject to disciplinary action up to and including removal from the premises and will not be able to return. EduSerc strongly urges that any acts of violence in the workplace and any weapons observed be reported to an EduSerc employee or representative.

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## **Discipline**

It is understood that EduSerc will uphold its Code of Conduct to maintain the quality of its programs and to ensure all individuals are respected. EduSerc reserves the right to remove a student from the program if they are not following the rules of the program above.

## **Refund Policy**

Activity fee for this program is not refundable, unless a program change occurs that may impact the existence of the program or other significant part of the program execution.

## **Indemnification and Hold Harmless**

By registering your student in the Industry Pipeline Leadership Development Program and signing below, parents/guardians of the registrant agree that they understand the policies and procedures of the program, and understand their own responsibility and obligation towards the care of their student as a participant in EduSerc's programs and indemnify and hold harmless EduSerc and/or its employees and staff from and against all manner of loss, damage and liability that may arise from any and all claim(s) made against each organization and/or its employees and staff.