Become a SUPA Partner School

Project Advance is a collaboration between Syracuse University and high schools. Here's how to become a SUPA partner:

STEP ONE: Contact us.

E-mail or call—(315) 443-2404—any of Project Advance's course administrators directly to discuss questions you might have about partnering with us:

- [Sean Conrey](#) (English, Writing, Psychology, Women's and Gender Studies)
- [Melanie Nappa-Carroll](#) (African-American Studies, Economics, American History)
- [David Tate](#) (Chemistry, Forensic Science, Undergraduate Science Research)
- [Tavish Van Skoik](#) (Computer Engineering, Information Technologies, Web Design, Math)
- [Kennia Delafe](#) (Earth Science, Languages other than English, College Learning Strategies)
- [Chris Parish](#) (Presentational Speaking, Sociology, Art and Craft of Animation)
- [Eric Young](#) (Accounting, Biology, Entrepreneurship, Physics, Public Affairs, Human Development & Family Science, Sport Management)

STEP TWO: Attend an Information Session (optional)

Teachers and administrators should attend one of our

Information Sessions to become acquainted with everything involved in the process such as course design, teacher qualifications, summer training, student qualifications, required facilities, and class scheduling.

No information sessions are currently scheduled. If you would like to be invited to the next information session, please email supahelp@syr.edu.

STEP THREE: Complete a New School Application

- [Link to New School Application](#)
- [Link to International New School Application](#)
- [Download the SUPA Administrative Guide (PDF)](#)

Project Advance administrators will review your Application and Course Guide; once your school has been approved for participation, an approval letter will be issued.

STEP FOUR: Summer Institute Training

Once your school has been approved, individual teachers must apply for specific courses that they wish to train for and teach.

- [Link to Teacher Application](#)

Teacher applications will be reviewed by Syracuse University faculty and Project Advance administrators. All documentation, including a complete online application, photocopies of transcripts, and [Letters of Recommendation](#), must be received in the Project Advance office before the application can be submitted for approval. The instructor will be notified of their status and given pertinent information regarding the training schedule and any coursework that may be necessary

prior to attending the workshop. We recommend submitting at least three teacher applications for each course to be offered in your high school, so there is a qualified backup staff member for each course. Generally, a master's degree and five years of classroom experience are required.

Summer Institute

- [Summer Institute Schedule and Information](#)

Teachers who are accepted into the program will attend Summer Institute training at the Syracuse university campus. After successful completion of the week long training, the teacher will become a certified adjunct instructor of Syracuse University and will be certified to teach the SU course in their high school.

Project Advance offers Summer Institute training at no charge to school districts. The only costs incurred by schools that send teachers to training is for travel and room and board. Note: A discounted rate at the Sheraton University Hotel is available for all Project Advance participants. SUPA provides all workshop materials and text.

STEP FIVE: Implementation

Teachers who successfully participate in the Summer Institute and complete all required paperwork and assignments become certified Syracuse University Adjunct Instructors, eligible to teach the course(s) to qualified students in their high school.

Prior to the start of the academic year the principal will be contacted to determine when the course(s) are to be offered and will receive by mail a copy of SUPA's Administrative and Guidance Binder.

As a new partner with Syracuse University Project Advance, your technology department will need to be advised of online resources to be made available to students, staff, and instructors. We have identified a number of sites that must be added to your school's white list of acceptable Internet destinations ([click here to download the list)](). These will be utilized throughout the academic year. If you have concerns or require additional information, e-mail Avinash Kadaji, Software Engineer at akadajis@syr.edu.