



Student Mentorship Program Handbook

2024-2025

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INTRODUCTION

Welcome to the Student Mentorship Program Handbook. In this Handbook you will find a general overview, the application process, and requirements for this program. Becoming a Student Assistant through Premiere's mentorship program will give dancers confidence, skills & tools that can be taken with them throughout the rest of life. This program is directed by Melissa.

General Questions - melissa@premieredanceproject.com

PROGRAM OVERVIEW

The Student Mentorship Program has been designed to focus on skill development with an emphasis on leadership training. This program offers an exciting opportunity for experienced dancers to expand their knowledge while contributing to their dance community and assisting in dance classes. Students will have meetings, training courses, and assignments throughout the duration of the season.

APPLICATION PROCESS

Any students over the age of 10 may choose to submit an application to our Student Mentorship Program. Applications must be submitted by July 15th, 2024 to be considered for the 2024-2025 season. Application forms can be found on our website or may be picked up at the front desk at Premiere Dance Project. Completed applications should be turned in via paper form to the front desk.

Student Assistant Application Criteria -

- Ages 10+
- Dedicated to the studio
- Great attendance
- Positive role model
- Interested in learning more about leadership & teaching dance

Application Process -

- Application submitted by July 15th, 2024
- In-Person Interview (program director will reach out to schedule)

COMPENSATION

Students participating in the Student Mentorship Program will be credited based on their assigned "tier" (see below). All assisting hours must be documented via the 'Time Clock' binder. Student Assistants are responsible for logging all hours and will learn how to properly document hours during the first semesterly training. Hours not documented will not be compensated. Student Assistant credits will be posted at the end of each month and can be spent on apparel, recital fees, costumes, etc. Student Assistant credits will not be deducted from monthly tuition. Credits remain in-studio and never expire. They are not redeemable for cash.

TIERED PROGRAMING

In order to promote development & growth, the Student Mentorship program is divided into 3 levels. Student Assistants do not automatically advance through the levels based on years, nor is advancement required for participation in the Student Mentorship Program. Student Assistants wishing to advance levels should schedule a meeting with the program director to discuss next steps.

Level 1	Level 2	Level 3
<p>\$5 / Hour Credit</p> <p>QUALIFICATIONS FOR LEVEL 1</p> <ul style="list-style-type: none"> - Meet age requirements - Timely application submission - Complete interview process - Currently enrolled as a Premiere student <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend fall training - Assist weekly classes - Attend bi-monthly meetings - Submit bi-monthly assignments - Remain in good standing following code of conduct and following expectations of the program 	<p>\$8 / Hour Credit</p> <p>QUALIFICATIONS FOR LEVEL 2</p> <ul style="list-style-type: none"> - 3+ years experience in Mentorship Program - Strong teacher recommendations - Self-Reflection & Action Plan (available upon request from program director) <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend fall training - Assist weekly classes - Attend bi-monthly meetings - Submit bi-monthly assignments - Maintain regular attendance - Remain in good standing following code of conduct and following expectations of the program - Assist w/ 1 additional opportunity throughout the season - Lead sections of class (i.e. warm-up, stretch, attendance, game) - Complete 1 student assistant viewing hour and written reflection 	<p>\$12 / Hour Credit</p> <p>QUALIFICATIONS FOR LEVEL 3</p> <ul style="list-style-type: none"> - 5+ years experience in the Mentorship Program - Strong teacher recommendations - Complete 5 instructor viewing hours and written reflections - Complete 2 continuing education hours (planning with program director) - Assemble portfolio (portfolio requirements available upon request from program director) <p>REQUIREMENTS</p> <ul style="list-style-type: none"> - Assist weekly classes - Alternate teaching w/ Premiere Instructor - Attend bi-monthly 1:1 meetings w/ Mentorship Program Director - Substitute when needed <p>ADDITIONAL TRAINING REQUIREMENTS</p> <ul style="list-style-type: none"> - Attend Premiere Teacher Training - Complete 5 instructor viewing hours per semester - Complete 2 continuing education hours per semester - Maintain / update Co-Teacher Portfolio

ATTIRE

All Student Assistants will be expected to wear all black, form-fitting dance attire and their Student Assistant T-Shirt (provided at fall training) to all assistant classes. All appropriate dance shoes are required depending on the classes assigned - the shoes required for dancers in the class are also required of the assistant (i.e. tap, jazz, ballet, hip hop, etc)

APPROPRIATE ATTIRE -

- Provided Assistant T-Shirt (required)
- Black Leggings
- Black Bike or Dance Shorts
- Leotards & Tights
- Correct Shoes

INAPPROPRIATE ATTIRE -

- Sweatpants / Running Shorts
- No Assistant T-Shirt
- Loose Sweatshirts
- Colorful or patterned clothing
- No Shoes

EXPECTATIONS & RESPONSIBILITIES

GENERAL RESPONSIBILITIES

Student Assistants will be expected to fulfill all responsibilities & expectations outlined below -

- Attend all training sessions
- Attend weekly assigned classes -
 - Wear appropriate attire (including shoes)
 - Arrive to class 5 minutes early & greet students
 - Be engaged in class & interact positively with all students, staff, and peers
 - Listen to & follow through with instructor's preferences / asks
- Log all assisting hours in the Student Assistant binder at the front desk
- Attend bi-monthly meetings
- Complete bi-monthly assignments
- Assist parents in communicating & arranging substitutes (if necessary)
- Notify director of all class absences

CLASSROOM RESPONSIBILITIES

During class, Student Assistants are expected to take charge of all issues listed below BEFORE the teacher has to step in. This allows the teacher to build the overall classroom experience without distraction.

- Excessive talking
- Distracted students - unfocused, crying, sitting down, etc.
- Students leaving / entering the room

Student Assistants may also be asked to assist with the following tasks during class -

- | | |
|--|---------------------------|
| • Getting students into circle / on stickers | • Demonstration |
| • Getting / putting away props | • Bathroom breaks |
| • Assisting in managing behavioral issues | • "Catching" lines |
| | • Tying shoes |
| | • Other tasks as assigned |

MEETINGS & TRAININGS

YEARLY TRAINING

Prior to the start of each year, Student Assistants will be required to attend a one-day mandatory training. Students must attend yearly training to participate in this program. If unavailable, an alternate date must be scheduled with the program director.

- August 2nd | 4:00-6:00p

BI-MONTHLY MEETINGS

The Student Mentorship Program will have bi-monthly meetings at the studio. All Student Assistants will be required to attend. During these meetings the program director will discuss successes & challenges, reflection assignments, upcoming teaching tasks and a lesson. Student assistants are allowed 2 absences from bi-monthly meetings.

HANDS-ON TEACHING TRAINING & REFLECTION

Bi-monthly (opposite from meetings), Student Assistants will be assigned one task to complete in class. Following the completion of this task, Student Assistants are required to complete a short written reflection that is due by the next bi-monthly meeting. Directors may assign other tasks / responsibilities during class to optimize the student experience and provide additional hands-on training. Student Assistants will also have the opportunity for periodic observations and feedback from the director.

COMMUNICATION

Student Assistants and their families will be invited to the GroupMe app at the start of the season. This app will be used for group messaging of announcements and sub requests. All other questions may be directed to Melissa at melissa@premieredanceproject.com

SUBBING

If Student Assistants are in need of a substitute, parents will be responsible for helping secure a replacement. Substitutes must be other members of the Premiere Student Mentorship Program. All subs must be communicated and confirmed in the GroupMe App. Student Assistants are responsible for logging all sub hours in the binder.

ADDITIONAL OPPORTUNITIES

Premiere Student Assistants will have additional opportunities throughout the season to assist with Short Term Classes, Monthly Student Events, and Studio Community Events. Participation in additional opportunities may be required of students in Levels 2 or 3 in the Student Mentorship Program.

REWARD SYSTEM

The Student Mentorship Reward System promotes motivation & accountability among students in the program by providing students with a tangible reward when they go above & beyond. Students are encouraged to work harder & stay accountable for their actions. Points are awarded for various tasks throughout the year and are redeemable for items at the studio such as snacks, apparel, private lessons, etc. The Reward System will be shared with Student Assistants at fall training. Points may carry over year to year and never expire.

CODE OF CONDUCT

Premiere Dance Project holds Student Assistants to high standards. Students should respect all team members, instructors and students. Student Assistants will be expected to be fully engaged in this program by completing all tasks & assignments, putting forth a positive attitude, showing dedication, and being present. Student Assistants are also expected to be leaders in their own classes at Premiere. This includes regular attendance, following dress code, respectful behavior in the classroom, hallways, dressing room, etc. Failure to follow the rules & responsibilities listed in this Handbook may result in removal from the Student Mentorship Program.