

Student Handbook



The University of Texas at San Antonio

June 20th - July 29th, 2022

Welcome to PREP!



PREP® Mission

The Prefreshman Engineering Program (PREP) is to prepare middle and high school students for advanced studies and careers in STEM fields.

Dear TexPREP Student,

Congratulations and welcome to TexPREP! You are now beginning a program that will make a big difference in your life, both academically and personally. We appreciate the commitment you and your family have made for you to attend TexPREP this summer and we encourage you to take full advantage of it. Use this time to think about your dreams for the future and to build upon the skills and knowledge needed to make those dreams a reality. Work hard to learn, achieve, explore and discover because investing in TexPREP is investing in yourself!

The TexPREP staff, Instructors, Program Assistant Mentors (PAs), Site Director and office staff are all here to assist you and make TexPREP the best it can be for you. We encourage you to communicate with all the staff members about any concerns you may have and about what you need to do your very best.

Succeeding at TexPREP means working hard and being responsible and accountable. You were given this opportunity because we believe that you will seize the chance to learn and share your passion with your peers. TexPREP is worth your efforts, and, when you graduate, you will know you have accomplished something you can truly be proud of. TexPREP graduates have demonstrated outstanding success in high school, college, and later in their careers. We know you will too!

Let's make this a wonderful and productive summer for you, your classmates, and the TexPREP faculty and staff!

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INTRODUCTION

As a TexPEP student, your first priority is to learn! An orientation that will provide an overview of the technology to be used will be held the first day of classes to provide students with an overview of the program and an opportunity to test the technology. The topics include TexPREP goals and expectations, conduct, roll call procedures, transportation, TexPREP weekly schedule, lunch procedures, attendance requirements, and classroom rules.

TexPREP will be held at the UTSA Main campus, UTSA Downtown campus, and St. Mary's University. (Only students completing the third year will attend at St. Mary's University.) Students will be assigned the campus where they attend based on preference and availability at each site. Preference for location will be taken into consideration but cannot be guaranteed. Students will receive a separate notification with their site assignment and site-specific details at a later date. Students will be placed in groups within their site based on their year and grade levels.

The staff at each site will include the following:

- Site Director: Manage the PREP activities at each site. They supervise the operations and site at each location.
- Instructors: Deliver the academic instruction that emphasizes the development of problem-solving skills and exposure to careers through speakers and STEM activities.
- Program Assistant Mentor (PA): Undergraduate student usually majoring in education, math, science, or engineering. The PA's role is to serve as a guide and mentor for each student throughout the program. On a daily basis, the PAs will:
 - Conduct roll call and ensure student safety and appropriate behavior throughout each day.
 - Attend classes and labs with students, provide tutoring, and assist instructors, as needed.
 - Supervise Research and Study period.
 - Assist with the preparation of special TexPREP activities, including competitions and field trips.
 - Maintain records of students' work and grade daily student journals.

TexPREP STAFF AND CONTACT INFORMATION

TxPREP Director

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TexPREP Contact Information

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TexPREP POLICIES AND PROCEDURES

The following policies and procedures must be observed at all TexPREP sites:

1. Students must attend all classes unless excused by the Site Director.
2. Students must be on time for daily roll call and classes. Students tardy five or more times and/or with five or more early dismissals, or a combination of absences/tardiness/early dismissals equivalent to 4 days of instruction will be removed from the program. Five tardies and/or early dismissals are equivalent to absence from 1 day of instruction.
3. If a student is going to be absent, tardy, or requesting an early dismissal, the parent or guardian must notify their assigned TexPREP site in writing or by calling the office 24 hours in advance to obtain an Excused Absence. Excused absences are only approved by the Site Director. Students must provide a written note from the parent or a physician upon returning to the TexPREP program.
4. A maximum of three excused absences is allowed for the program. On the fourth absence, the student will be allowed to continue, but they will no longer qualify for the high school credit. Please note that it is difficult to make up work after the second consecutive absence, and students are encouraged to avoid multiple absences. Unexcused absences are not allowed and will result in dismissal from the program.
5. The dress code must be strictly adhered to. Students are to wear modest, comfortable, and appropriate clothing suitable for an academic environment. Articles of clothing that are strictly prohibited are: tank tops, inappropriate shorts (inseam must be 4" or greater), spandex clothing, slip dresses, sheer clothing, and shirts with offensive sayings. Caps are permitted only during special events held outside. Body jewelry is prohibited except for rings, studs, or other traditional jewelry worn in the ear. Tongue, eyebrow, and nose rings or studs are not permitted. Hair colors or hairstyles that are distracting and/or disruptive are prohibited.
6. Students must attend the graduation ceremony to complete the TexPREP program and receive a certificate. If absent within the excused absences of three (3) days on the closing day, then he/she will be allowed to be promoted, but they will not receive a certificate. The student remains eligible to earn high school elective credit, if desired.
7. Students should only bring classroom material and personal care items to campus. TexPREP is not responsible for lost or damaged items. Cell phone use is at the discretion of the site staff.
8. Fireworks, guns, knives, and any other weapons and dangerous items are strictly prohibited and will result in immediate dismissal from the program.

9. Nametags are given out to students at the beginning of the day during roll call and must be worn at all times during the designated TexPREP hours. Any TexPREP staff member has the right to ask for a participant's nametag to be surrendered if a violation of policy or rule has occurred. If this happens, both the student and parent will be notified and disciplinary action will be administered, as needed. At the end of the day nametags are collected.
10. Food and drinks are not allowed in the lecture halls, labs, or classrooms. Smoking, alcohol, chewing gum, and gambling are not permitted.
11. Unruly, unsafe, or inappropriate behavior is grounds for dismissal.
12. Communication, including by social media, between minors and staff/counselors outside of official communications of the program for minors is prohibited.
13. Each site may have additional rules; for example, on some campuses students are not allowed to use elevators, unless written documentation is provided from a doctor.

TYPICAL TexPREP SCHEDULE

TxPREP will be held June 20th through July 29th, 2022. Sessions will be held virtually on Monday and Friday and in person on Tuesday, Wednesday, and Thursday. Sessions begin every day at 9:00 am and go through 4:00 pm. Sessions end at 12:00 on Fridays to allow students time to complete readings and homework. Each day begins with roll call by PAs at a designated location or virtually.

Students are given nametags that are to be worn at all times during the designated TexPREP hours; nametags are collected at the end of the day. Nametags have the student's name, identification number, room number, and assigned PA's name.

A typical day at TexPREP consists of presentations by Career Awareness Seminar speakers, lectures, classes, homework, laboratory assignments, and special projects. Each week students will participate in a Career Awareness Seminar that is intended to provide insight into job-related experiences and career paths. Students are encouraged to interact with their instructors and speakers and are reminded to conduct themselves in a respectful and appropriate manner with everyone.

Students will be assigned homework and reading on a daily basis and will be expected to complete daily readings and assignments on time.

TexPREP Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Location	Virtual Teachers will provide office hours	In-person at designated location	In-person at designated location	In-person at designated location	Virtual Teachers will provide office hours (half day only)	Weekend readings or assignments
AM Block	9:00am-12:00pm (3hrs)	9:00am-12:00pm (3hrs)	9:00 am-12:00pm (3hrs)	9:00 am-12:00pm (3hrs)	9:00 am-12:00pm (3hrs)	
Lunch Break	12:00pm-1:00pm (1hr)	12:00pm-1:00pm (1hr)	12:00pm-1:00pm (1hr)	12:00pm-1:00pm (1hr)		
PM Block	1:00pm-4:00pm (3hr)	1:00pm-4:00pm (3hr)	1:00pm-4:00pm (3hr)	1:00pm-4:00pm (3hr)		

TECHNOLOGY

Sessions will be held virtually on Monday and Friday of each week. TexPREP will utilize the Zoom platform for the virtual sessions. Students should log on by 9:00 am each morning and will be given further instructions. Virtual options will not be provided for Tuesday, Wednesday, or Thursday.

Students will be responsible to provide the technology required to join virtually. They should contact the TexPREP office at prep@utsa.edu if they do not have a device that they can use to join virtually. Students should turn on their cameras during instruction and stay engaged. Students should bring their devices with them on Tuesday, Wednesday, and Thursday in order to complete research and study activities.

The eCommunity of Practice (eCofP) website will be utilized for students to access resources, complete assignments, and submit quizzes and tests. Students will be required to complete a virtual orientation regarding the online format and eCofP prior to the start of TexPREP. They will receive instructions for creating their account and accessing the online orientation about 2 weeks prior to TexPREP.

ROLL CALL

Roll call is taken twice daily. Punctual attendance at roll call is required. It is critical for student accountability and for staff to share information concerning special events, field trips, and special projects. The following rules must be complied with:

1. Be at your designated location on time and with your PA. It is recommended that you be 5 minutes early.
2. When roll is being called, remain quiet with your group. Do not interrupt the PA or disrupt any other groups.
3. If you fail to report for roll call, you will be considered absent, and your parents/guardians will be notified immediately.
4. All restroom needs, water breaks, sharpening pencils, etc. should be taken care of before roll call.

MEDICATION

There are many legal issues involved in a student taking prescribed medication while at TexPREP. TexPREP staff are not permitted to administer medication to students.

Generally, sites do not have access to a college/university health center. Arrangements should be made for the student to schedule taking their medication before or after attending

TexPREP. When this is not possible the parent/guardian must make arrangements to come to campus and give the student their medication in the PREP offices at the designated time(s).

The parent/guardian must inform the Site Director that they will administer either non-prescription or prescription medication to their student and the schedule. Students are not allowed to carry non-prescription nor prescription medication while at TexPREP with the exception of inhalers for asthma. The parent/guardian must disclose that the student will bring an inhaler with them in the medical release section of the online registration form.

TRANSPORTATION

Each student is responsible for their own transportation to and from their assigned TexPREP site. Some districts will provide bus transportation for students from campuses to the appropriate UTSA campuses. Students in the participating districts will be notified if their district will provide bus transportation.

If a student will be dropped off and picked up from a TexPREP site, it is important that the student is picked up from the designated drop off and pick up location at their site within the designated timeframe. Students should not be dropped off earlier or later than the designated times and should not be dropped off or picked up from alternate locations. Parents/Guardians will be given the opportunity to identify if students are permitted to leave on their own at the end of the day.

TexPREP staff will provide supervision only during official TexPREP hours. Due to safety concerns, students must not remain on campus after official TexPREP hours. If a student repeatedly violates this policy, they will be dismissed from the program.

SUPPORT SERVICES

Free/Reduced Lunch: TexPREP participates in the San Antonio Food Bank Summer Food Program. All TexPREP students will qualify for free or reduced lunch during TexPREP.

Academic Credit: The Texas Education Agency has authorized school districts to award one Career and Technology Education (CTE) Innovative Course elective credit to high school students for each successfully completed summer of TexPREP (refer to the attendance policy).

A copy of your transcript will be available at the end of the Closing Ceremony, please ask the Guidance Counselor at your school about this credit option. **Remember, the elective credit may be calculated into your GPA and affect your class rank.** You must have a final grade of 69.5 or better in order to complete TexPREP successfully.

FUTURE SUMMERS OF TexPREP

TexPREP applications for following years are available online at <http://p20.utsa.edu/programs/prep/>, beginning November 1st, of each year. We encourage you to plan to return next year and submit an application as early as possible.

UPREP: University PREP (UPREP) is open to former Year 3 and 4 TexPREP students and offers STEM-related courses for college credit. In addition, UPREP students are given the opportunity to participate in student development workshops, volunteer opportunities, internships, and university research projects.

AFTER TexPREP

Surveys: Follow-up surveys are conducted annually by the TexPREP Central Office. Surveys assist with keeping track of the students who have successfully completed at least one year of the program. TexPREP is interested in following the progress of former students throughout their high school and college educations. The results of surveys are utilized in numerous ways, such as distributing such information to scholarship and internship programs and college recruiters. Also, we share the success of our students with TexPREP sponsors and benefactors to encourage them to continue their support of TexPREP. Surveys are also used to improve the program in various ways. Thus, completing and returning the survey promptly allows us to help you, as well as other future TexPREP students.

Opportunities and Enrichment Programs: Students are encouraged to take advantage of other nation-wide enrichment programs after completing four summers of TexPREP. Through TexPREP's annual follow-up survey, we are able to share and release information about former participants, so they can learn about opportunities to attend other national and collegiate enrichment programs.

Job Opportunities: Students who have completed at least one year of college with a 2.5 or higher GPA are eligible to work as a Program Assistant Mentor (PA) for TexPREP. The PA position is full time during the entirety of six-week TexPREP session. PA duties consist of monitoring and mentoring a group of 20 or more students during TexPREP, accompanying and assisting students in the classroom, supervising a Research and Study period, maintaining students' records, and assisting with TexPREP's daily operations. At the conclusion of the program, a selected group of PAs may continue to assist with the following activities: preparing a final report, assisting with follow-up surveys, and evaluating the program. The rate of pay depends upon the sponsor, level of college education and major, and previous TexPREP experience.

NEXT STEPS

All students and their parent/guardian must complete online registration by May 12, 2022. The link is included in the acceptance email. Failure to complete the online registration by the designated date will result in the cancellation of your acceptance.

Students will be assigned to a TxPREP site based on preference and availability. Students are not guaranteed that they will be placed at their preferred site. They will be notified of their site assignment at a later date and will receive site specific orientation information specific to their site at that time. Students and their parents will be required to complete the orientation prior to the start of TxPREP.

CONCLUSION

In addition to the information provided to you in this handbook, there are other things you, as a participant, must remember. You were accepted into this program on the premise that you are the best of the best and have earned your way. As such, we will treat you with respect and foster the development of your potential and skills. In return, we expect you to be respectful and courteous with all TexPREP staff members and classmates and to make a commitment to study and learn.

This handbook is provided for your information and use while at TexPREP. It is intended to serve as a guide for you and your parents/guardians throughout the program. Each student and their parent/guardian will be asked to agree to follow the guidelines in this handbook when they complete their online registration. Have a great summer and learn, discover, and grow. Above all, enjoy your TexPREP experience!

FREQUENTLY ASKED QUESTIONS

What if . . .	Answer
...you need to speak to a TexPREP administrator.	Tell your PA.
...you are late to TexPREP.	Go to your designated classroom, immediately find your PA, and tell them that you have arrived.
...you have found a book or personal item that does not belong to you.	Turn it in to your PA.
...you need a parking permit.	Tell your PA.
...you need to call your parents.	Ask your PA.
...you will be absent.	Your parent/guardian must contact the TxPREP office at least 24 hours prior to being absent.
...you misplace your name tag?	Tell your PA.
...anyone on campus exhibits behavior that is inappropriate or makes you feel uncomfortable.	Find and tell any TexPREP staff member, immediately.
...you have lost something.	Tell your PA, immediately.
...you want advice about personal problems, college, test anxiety, or peer pressure.	Tell your PA that you would like to speak to the Counselor.
...you want to withdraw from PREP.	Talk to your PA or instructor to help you decide, or have your parent call the PREP office and an administrator will take care of the situation.

In case of any situation not mentioned above, the communication procedure that must be followed between the students and TexPREP staff is:

1. Program Assistant
2. TexPREP Instructor
3. Site Director
4. TexPREP Central Office staff
5. TexPREP Director

TEST TAKING TIPS

The following are suggestions for test taking strategies:

1. Be sure that you have all required testing materials for the exam. (Showing up for an exam late or without a pencil is a sure way to increase your stress.)
2. **Read all directions carefully.** Notice key words in the directions that indicate how to record your answers.
3. Use your time wisely. Do a quick preview of the test to determine the type and number of questions to be answered. Notice where you will start on the test. Check yourself at 15-minute intervals to see if you are progressing at an acceptable rate.
4. You may have problems remembering answers to questions from time to time. If you find yourself blocking, move on to the next question.
5. Ask for help in interpreting test questions that you do not understand.
6. Be aware of any negative statements you are telling yourself about the test. Such statements as, "I'm failing, I didn't study for this, or this test is too hard for me," increases anxiety.
7. Worry only about yourself. Do not be concerned with what other students are doing. (This is another sure way to increase anxiety by telling yourself that you are the only one having trouble.)
8. As a general rule, answer the easy questions first.

Tests involving problem solving:

1. Use the technique of budgeting your time.
2. Work the easiest problems first.
3. Write down the formulas, equations, and rules before you begin working on the test.
4. Check your answers when time permits. Check for addition and multiplication errors by reversing numbers whenever possible.
5. Show all your work; label your answers.

Objective Exams:

1. Answer the questions in order.
2. Put check marks by the questions that are doubtful and come back to them later.

3. Read the questions carefully. Be careful of questions containing negative words such as "not, no, least," etc. (This could cause you to misinterpret the question.)
4. Pay attention to wording such as, "all, most, some, none; always, usually, seldom, never; best, worst; highest, lowest; smallest, largest." (It might make a difference in which answer selection you make.)
5. Watch for limiting phrases in true-false statements. Names, dates, places, are often used as the key to make a statement false.
6. In multiple choice questions, look for grammatical inconsistency between the stem and response. In most cases, the alternative is not correct if you find an inconsistency.
7. Change your answers only if you are sure you made an error. Often your first intuition is correct.

Essay Exams:

1. Read all questions first. Write down the key points that occur to you as you read the questions.
2. Plan the amount of time you can spend on each question based on the difficulty and the amount of points to be received.
3. Answer the easiest questions first.
4. Underline key words in the questions that give you a clue about how to answer. Words such as, "define, compare, contrast, and explain," require different ways of answering.
5. Answer all questions. If you don't know the precise answer, try to write a closely related one.
6. Be neat and legible.
7. Leave enough space between answers to be able to add information you may recall while working on other items.