



Student Handbook

This handbook covers the fundamental information essential to the American Indian Services Pre-Freshman Engineering Program (AIS PREP). To receive the Student Handbook specific to your Site, please contact your Site Coordinator.

Introduction

Dr. Manuel P. Berriozábal, a professor of mathematics at the University of Texas at San Antonio, founded the Pre-freshman Engineering Program (PREP) in 1979 to identify high achieving middle and high school students with the potential and interest in becoming scientists and engineers. PREP successfully developed into a nationally recognized program known as PREP USA. Following the award-winning curriculum of PREP USA, Utah Valley University introduces AIS PREP, a mathematics-based, academic enrichment program that began June 2013.

AIS PREP will emphasize the development of logical reasoning and problem-solving skills, as well as the application of this knowledge through coursework, team projects, class presentations, and examinations. In addition to a strong academic program, AIS PREP provides career awareness speakers, field trips, courses taught by professional instructors, and mentoring by undergraduate students majoring in Science, Technology, Engineering, or Mathematics. 2

Mission Statement

To motivate and prepare middle students for success in advanced studies leading to careers in science, technology, engineering or mathematics (STEM) fields.

Objectives

- Increase the number of students enrolled in high school STEM courses leading to STEM degrees and careers.
- Foster students' success and engagement in middle school.
- Encourage participants to serve as models and mentors in their schools.
- Encourage underrepresented populations to pursue STEM educations and careers.
- Provide a mechanism for increased collaboration with schools, government agencies, industry and community partners.
- Increase resources to support AIS PREP STEM programs *e.g., grants, industry partnerships, information clearinghouse, and other forms of communication.*

Student Schedule

Below is an example of a typical student schedule. This schedule will vary depending on the AIS PREP Site.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:50A-9:45A	Career Speaker	Tech Tuesday	Career Speaker	Career Speaker	Field Trip
9:50A-10:30A	Life Skills		Life Skills	Life Skills	
10:35A-12:05P	Class Block 1	Class Block 1	Class Block 1	Class Block 1	
12:05P-1:05P	Lunch	Lunch	Lunch	Lunch	
1:10P-1:40P	Reading	Reading	Reading	Reading	
1:45P-3:15P	Class Block 2	Class Block 2	Class Block 2	Class Block 2	
3:20P-4:50P	Class Block 3	Class Block 3	Class Block 3	Class Block 3	

Curriculum

First Year	Second Year	Third Year
Problem Solving 1	Problem Solving 2	Computer Science
Logic	Physics	Algebraic Structures
Engineering	Algebra	Probability & Statistics

All Years

Career Speaker

During the Career Speaker block, students will learn about a variety of careers presented by professionals and experts within the specific STEM field.

Reading

During the Reading block student will have time to read a book of their choosing then report what they read about.

Life Skills

During the Reading Block students will practice building a resume/cover letter, learn leadership skills, and more.

Tech Tuesday

Every Tuesday, students will learn about a new technical device each week and have the opportunity practice or implement what they have learned.

Student Code of Conduct

AIS PREP is dedicated to providing an excellent summer program for Native American students. To accomplish this goal, students are expected to always conduct themselves appropriately to promote a safe, fun, and healthy environment for all participants.

Student Agreement

This agreement will be signed by the student after they have been accepted in the AIS PREP program.

<u>As an AIS PREP student, I will:</u>	
General	<ul style="list-style-type: none">• Wear appropriate clothing to AIS PREP each day (see Dress Code)• Participate in all activities including class work, projects, and homework assignments.• Be on time each day and ready to participate.• Be a positive influence on those around you.• Shower every morning BEFORE breakfast.
Respect	<ul style="list-style-type: none">• Be respectful, cooperative and will contribute positively to the experience of fellow students.• Be careful that my actions, behavior, and language do not hurt other students' feelings or hurt them physically in any way, intentionally or accidentally.• Show respect to all AIS PREP staff, and cooperate fully with their instructions and directions.• Respect the values and beliefs of others.
Personal Space & Property	<ul style="list-style-type: none">• Be respectful of all AIS PREP property, equipment, and supplies.• Never mark, deface or destroy AIS PREP or personal property others.
Behavior	<ul style="list-style-type: none">• Conduct myself responsibly. I understand that the following acts are not allowed at AIS PREP, and that corrective action will be taken should I participate in these acts: name calling, shoving/pushing, damaging property, demeaning comments/gossiping, threatening, inappropriate touching or gesturing, hitting/kicking, stealing, taunting/ridiculing, inappropriate language, fighting, and sexual harassment.• I understand the disciplinary action process and know that I can be dismissed from the program should I continually misbehave.
Safety	<ul style="list-style-type: none">• Be always aware of my surroundings.• Pay attention to instructions and directions given by my leaders.• Always stay with my assigned group and Program Assistant/Residential Assistant.
Dress Code	<ul style="list-style-type: none">• Students should always be clean and neat in appearance.• Shoes must be always worn.• Clothing which is distracting in appearance must be avoided. Clothes that reveal shoulders, midriffs, undergarments, or have low neck lines are not allowed.• Clothing that contains vulgar words, profane or obscene slogans and pictures, or advertisements for alcohol, tobacco, and drugs are not permitted.• It is unacceptable for undergarments to show at any time.

Student Behavior

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior which violates the Student Code of Conduct, is disruptive or which violates the rights of others. The following are examples of unacceptable behavior and subject to disciplinary action at AIS PREP.

- Name Calling
- Shoving/Pushing
- Threatening
- Damaging Property
- Demeaning
Comments/Gossiping
- Inappropriate Touching
- Inappropriate Gesturing
- Hitting/Kicking
- Stealing
- Taunting/Ridiculing
- Fighting
- Inappropriate Language
- Sexual Harassment

Corrective Behaviors

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially acceptable standards of conduct.

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior.

With the exception of a serious violations of the Student Code of Conduct, corrective measures will normally begin at a minimal level and then proceed to more serious levels.

1. Verbal warning
2. Written warning to follow 2 verbal warning, parent notification
3. Student and parent meeting with Site Coordinator to follow 2 written warnings
4. Dismissal from AIS PREP to follow a written warning after a parent meeting

If the first offense is severe enough, the student will be dismissed without warning.

Class Participation

Classroom participation is encouraged. The classroom instructor or guest speaker will determine the level of participation appropriate for each activity. Students should raise his/her hand if they would like to contribute, always be courteous, and show respect to guest speakers, instructors, Teacher Assistants (TAs), and other students in the program.

Turning In Work

All assignments should be turned in on time, as directed by AIS PREP staff. Students will not be permitted to attend field trips on the Friday following three missed or incomplete homework assignments. Two missed field trips will result in the student's probable dismissal from the program.

Attendance

Students must attend all AIS PREP sessions unless the Site Coordinator obtains an official excuse from a parent least 24 hours in advance. Each child will be allowed three excused absences before dismissal from the program. Excused absences include illnesses and doctor's appointments. Students must be on time for daily roll call and each class and remain in attendance for the entire class period. A total of five late days or early releases constitutes a dismissal from the program.

Absences

To excuse an absence, email the AIS PREP Site Coordinator for your Site 24 hours prior to an absence. If an emergency occurs, please give a written note signed by the parent/guardian to the assigned PA no more than 24 hours after the absence.

Bathroom Usage

Students will have 15 minute recess breaks between classes for supervised bathroom usage. If an AIS PREP student needs to use the bathroom at any other time, he/she must be accompanied by a PA/RA.

Field Trips

Students will be attending different field trips each week. A schedule of field trips will be handed out when ready.

Health and Safety

For the health of all our participants, parents are required to notify the AIS PREP Site Coordinator of all communicable diseases your child may have contracted (**i.e., covid-19, chicken pox, head lice, pink eye, etc.**). Specific information will be kept confidential; however, AIS PREP must notify all participants of the situation.

Medication

The legal issues involved with students taking prescribed medication while at AIS PREP prevent AIS PREP staff from storing or distributing medications (including EpiPen). Arrangements must be made by the parent/guardian and student to schedule taking their medication while attending AIS PREP

Sick Students

Students who arrive sick or begin to feel sick at any time during AIS PREP will be asked to sit in the office under the watch of the AIS PREP Site Coordinator until parents/guardians are able to pick up the student. Parents will be notified via email and phone call of their child's condition.

First Aid/911

If a student is injured in any way while attending AIS PREP, an incident report will be filled out and parents notified. In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately.

AIS PREP is not responsible for medical costs including hospital bills, ambulance fees, etc. related to injuries requiring special medical attention.