

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 PREP Students, Families, and Staff,

Congratulations and welcome to PREP! 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 PREP 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 PREP is investing in yourself!

The PREP staff, Instructors, Program Assistant Mentors (PAs), Lead Instructors and office staff are all here to assist you and make PREP 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 PREP 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. PREP is worth your efforts, and, when you graduate, you will know you have accomplished something you can truly be proud of. PREP 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 PREP faculty and staff!

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As a PREP 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 PREP goals and expectations, conduct, roll call procedures, transportation, PREP weekly schedule, lunch procedures, attendance requirements, and classroom rules.

PREP will be held at the UTSA Main campus, UTSA Downtown campus, Texas A&M University (TAMUSA) and St. Mary's University. (Only students completing the third year will attend St. Mary's University and/or UTSA Main campus.) Students will be assigned to the campus where they attend based on preference and/or 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:

- **Lead Instructors**: Manage PREP activities at each site and assist instructors with curriculum implementation. They supervise the operations and site at each location.
- **Instructors**: Deliver academic instruction that emphasizes the development of problem-solving skills and exposure to careers through speakers and STEM activities.
- **Program Assistant Mentors (PAs)**: Undergraduate students 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. The PAs will complete the following on a daily basis:
 - 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.
 - Facilitate career awareness seminars on Fridays.
 - Assist with the preparation of PREP activities, speaker series events, and closing ceremony event.
 - Maintain records of students' work and assist instructors in grading.

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POLICIES AND PROCEDURES

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

1. Students must attend all classes, unless a valid medical excuse is submitted.
2. Students must be on time for daily roll call and classes. Students tardy two or more times and/or with 1 or more early dismissals, or a combination of absences/tardiness/early dismissals equivalent to 2 days of instruction will be removed from the program. Two 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 PREP site in writing or by emailing the PREP office at prep@utsa.edu in advance to obtain an excused absence. Excused absences are only approved by PREP administration. Students must provide a written note from a physician upon returning to the PREP program.
4. A maximum of two excused absences is allowed for the program. On the third 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), 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. If absent within the excused absences of two (2) days on the closing day, then they will be promoted. 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. PREP is not responsible for lost or damaged items. Cell phone use is prohibited during instructional time and can be picked up by site staff at their discretion.
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 to students at the beginning of the day during roll call and must be worn at all times during the designated PREP hours. Any PREP 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 will not be accepted and is grounds for immediate 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.

PREP will be held June 12th through July 11th, 2024. Sessions will be held virtually on Fridays and in person on Monday, Tuesday, Wednesday, and Thursday. Sessions begin every day at 9:00 am and run through 2:30 pm. Sessions end at 11:00am 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 PREP 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 PREP consists of presentations by Career Awareness Seminar speakers, lectures, collaborative group work, 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. Cell phones will not be permitted during career awareness seminar speakers.

Students will be assigned daily homework and reading assignments and expected to be completed on time.

PREP Weekly Schedule

PREP Schedule for Year 1

9:00-10:00am	Academic Block	Academic Block	Speaker Series	Speaker Series	Career Exploration: Virtual Mtg w/PA 9:30am-11am
10:00-10:05am	Break	Break	Break	Break	
10:05-11:30am	Academic Block	Academic Block	Academic Block	Academic Block	
11:30-12:00pm	Lunch	Lunch	Lunch	Lunch	
12:00-1:40pm	Academic Block	Academic Block	Academic Block	Academic Block	
1:45-2:30pm	Academic Block	Academic Block	Academic Block	Academic Block	

PREP Schedule for Years 2, 3, 4, 5

9:00-10:00am	Academic Block	Academic Block	Speaker Series	Speaker Series	Career Exploration: Virtual Mtg w/PA 9:30am-11am
10:00-10:10am	Break	Break	Break	Break	
10:10-12:00pm	Academic Block	Academic Block	Academic Block	Academic Block	
12:00-12:30pm	Lunch	Lunch	Lunch	Lunch	
12:30-1:45pm	Academic Block	Academic Block	Academic Block	Academic Block	
1:45-2:30pm	Academic Block	Academic Block	Academic Block	Academic Block	

TECHNOLOGY

Sessions will be held virtually on Friday of each week. PREP 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 Monday, Tuesday, Wednesday, or Thursday.

Students will be responsible to provide the technology required to join virtually. They should contact the PREP 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 Monday, Tuesday, Wednesday, and Thursday in order to complete research and study activities.

A learning management system will be used for students to access resources, complete assignments, and submit quizzes and tests. Students will receive details on the first day of instruction.

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 (only allowed 2 absences).
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 PREP. PREP 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 PREP. 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 Lead Teacher and/or Site Coordinator 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 PREP 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 PREP 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 PREP 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 (8:30am – 3pm) 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.

PREP staff will not be held responsible for students that are dropped off or not picked up within the designated timeframe. Parents/Guardians will be given the opportunity to identify if students are permitted to leave on their own at the end of the day.

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

SUPPORT SERVICES

Free/Reduced Lunch: PREP participates in the San Antonio Food Bank Summer Food Program. All PREP students will qualify for free or reduced lunch during PREP. Students are permitted to bring their own lunches. Please note, that there will not be facilities for keeping the food cool or able to warm it up.

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 PREP (refer to the attendance policy; no more than two (2) absences are allowed).

A copy of your transcript will be available after the Closing Ceremony, please ask the Guidance Counselor at your school about this credit option. Transcripts can be requested using the following QR code:



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 PREP successfully.

PREP applications for following years are available online at <https://klesse.utsa.edu/prep/> beginning November 14th of each year. We encourage you to plan to return next year and apply as early as possible.

AFTER PREP

Surveys: Follow-up surveys are conducted annually by the PREP Central Office. Surveys assist with keeping track of the students who have successfully completed at least one year of the

program. PREP 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 PREP sponsors and benefactors to encourage them to continue their support of PREP. 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 PREP students.

Opportunities and Enrichment Programs: Students are encouraged to take advantage of other nation-wide enrichment programs after completing five summers of PREP. Through PREP's annual follow-up survey, we can 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 two years of college with a 2.5 or higher GPA are eligible to work as a Program Assistant Mentor (PA) for PREP. The PA position is full time during the entirety of the PREP session. PA duties consist of monitoring and mentoring a group of 20 or more students during PREP, accompanying and assisting students in the classroom, supervising a Research and Study period, maintaining students' records, and assisting with PREP'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 PREP experience.

NEXT STEPS

All students and their parent/guardian must complete online registration by April 14, 2024 and payment must be paid in full by May 1st unless prior arrangements have been made. The registration 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 PREP 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 a week prior to the first day of instruction 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 PREP.

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 PREP staff members and classmates and to make a commitment to study and learn.

This handbook is provided for your information and use while at PREP. 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 PREP experience!

FREQUENTLY ASKED QUESTIONS

What if . . .	Answer
...you need to speak to a PREP administrator.	Tell your PA.
...you are late to PREP.	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 PREP 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 PREP 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 a PREP administrator.

...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 PREP staff is:

1. Program Assistant
2. PREP Instructor
3. Lead Teacher and/or Site Coordinator
4. PREP Administrator
5. PREP Executive Director