

**Victoria College
PREFRESHMAN ENGINEERING PROGRAM**



Student Handbook

Dear PREP Student,

Congratulations and welcome to VC PREP! You are now beginning a program that can make a big difference in your life, both academically and personally. We appreciate the commitment that you and your family have made for you to attend PREP this summer. We encourage you to take a full advantage of it. Use this time to think about your dreams for your future and to build the skills and knowledge that will help you make those dreams a reality. Work hard to learn, discover, and grow. Through investing in PREP, you invest in yourself!

Our VC PREP staff-- are here to assist you and we want PREP to be the best program possible. So, tell us what you need to do your best. If you have any concerns, talk to your PA about them. If they are serious and don't get resolved, bring them to the attention of your Site Directors.

Succeeding at VC PREP means hard work, responsibility and accountability, but you were given this opportunity because we believe that you can do it, and do it well. PREP is worth your efforts. When you graduate, you'll know you've accomplished something you can be really proud of and be able to share your experience with others. Our PREP graduates have demonstrated outstanding success in high school, college and later employment. We'll expect this for you, too.

Let's make this a wonderful, productive summer for both you and for us!

Sincerely,

Sabrina Romo
Site Director

2017 Victoria College PREP

TexPREP Curriculum

The curriculum is designed to strengthen students' ability to solve problems, reason, conjecture, and apply mathematical knowledge logically and systematically. It stresses the development of critical thinking, abstract reasoning, and systematic analysis. Through an integrated and hands-on approach, it demonstrates the application of mathematics to diverse disciplines such as science, computer science, and engineering. Students not only develop their mathematical skills and knowledge, but also learn to reason mathematically and communicate both orally and in writing. In addition, through their experiences of success in a rigorous academic program, they gain a sense of confidence in their own ability and potential. They learn that hard work, perseverance and commitment result in meaningful knowledge and pride in accomplishment. The program provides the students with competitive and marketable skills useful when seeking career opportunities.

Location

All program activities, except for field trips, will be at Victoria College's Technology Center (TC) and possibly various other facilities on the Victoria College campus.

Dates: June 12 to July 27, 2017 - Monday-Thursday from 8:30am-4:30pm

Contact Information

Program Director: Ms. Sabrina Romo
361-485-6823

Administrative Assistant: Sarah Saleh
Precollegeprograms@victoriacollege.edu
361-485-6823

Instructor Information:

If you need to contact an instructor, please contact our office at 361-485-6823. We will take the message and get it to them immediately. You are also welcome to utilize the tutoring times to speak with our instructors both before the program starts and immediately after the program ends. Our instructors are in the classrooms from 8-5pm.

TYPICAL PREP SCHEDULE

A typical day at PREP consists of lectures, classes, homework, and special projects. The day begins with roll call by Program Assistants at a designated location.

There will be presentations by speakers throughout the program. Insights into job related experiences and various careers are explored. Students are encouraged to interact with the speaker during the question and answer period. Students are reminded to conduct themselves in a respectful, appropriate manner with all our guest speakers here at PREP. Remember, they are donating their time to help you learn.

Throughout the program, students attend classroom lectures, participate in laboratory assignments and have a lunch break.

PREP POLICIES AND REGULATIONS

The following regulations must be observed:

1. Students must attend all classes, unless excused by the Site Directors.
2. Students must be on time for daily roll call and classes. If a student is absent, tardy, or requesting an early dismissal, the parent or guardian must notify the assigned PREP site by writing a letter or calling their office **24 hours** in advance to obtain an **Excused Absence**. Students must provide a written note from the parent or a physician upon returning to the PREP program. Students with more than **5 tardies** or **early dismissals** may be asked to resign from the program.
3. Excused absences are approved by the Site Director for family emergencies and illnesses only. Consequently, excused absences are not given for any other situation. A **maximum of three excused absences** is allowed for the program. On the fourth absence, the student will be dismissed. Students are reminded that it is difficult to make up work after the second consecutive absence. **Unexcused absences** are not allowed and will result in dismissal from the program.
4. If a student must be picked up early from the program, please report to the Welcome Center located in the Student Services Building on the Victoria College campus. Please bring photo identification, and a PA will walk your student to meet you at the Welcome Center. If someone other than the student's parent/guardian/emergency contact will pick up the student, please notify the Site Directors in writing at least 24 hours in advance.
5. The dress code must be strictly adhered to in order to participate in the program. Students are to wear modest comfortable, appropriate clothing. Items of dress strictly prohibited are tank tops, inappropriate shorts (inseam must be **5" or greater**), spandex clothing, slip dresses, sheer clothing, shirts with offensive sayings; caps are permitted only during special events held outside. Closed-toed shoes are also required. Hair colors or styles which may be distracting to the learning environment are prohibited. Body piercing 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.
6. Students must attend the graduation ceremony to complete the PREP program. If absent on the closing day, then he/she will not be allowed to graduate from the program. The student will not be recommended for credit

- for his or her time in PREP, nor be eligible for the next level program without repeating the full session.
7. Students are not allowed to bring anything other than classroom material and personal care items to campus. Electronic devices, games or toys (including cards, Nintendo games, etc.), fireworks, guns or knives, etc. are prohibited. The above will be confiscated and may not be returned until the program is over and the parent/guardian contacts the PREP site.
 8. Food and drinks are not allowed in the lecture halls, labs or classrooms. Glass containers are prohibited. Smoking, alcohol, chewing gum, and gambling are not permitted.
 9. Unruly, unsafe or inappropriate behavior is grounds for dismissal. Cheating on homework or tests will not be tolerated. Public display of affection is also prohibited.
 10. Students are expected to behave respectfully towards other students, all program staff, and towards the entire college campus. They are expected to wear their name tags at all times so they are easily identifiable as a PREP student. Additionally, students are expected to clean up after themselves on campus.

MEDICATION

There are many legal issues involved in a student taking prescribed medication while at PREP. It is much easier, and safer, if arrangements can be made for the student to schedule taking their medication before or after attending PREP. Victoria College does not have access to a health center on campus.

Students are not allowed to carry non-prescription nor prescription medication while at PREP.

ROLL CALL

Roll call is taken twice during the day. Punctual attendance at roll call is necessary. 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 the designated site on time with your PA for roll call. It is recommended that you be there 5 minutes early.
2. When roll is being called, remain quiet with your group. Do not interrupt the PA or disrupt any other group.
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.

LIBRARY

As a student at PREP, you will have access to the campus library. This is a wonderful opportunity to take advantage of the many resources a college library offers.

During the summer PREP program, college students are attending summer school and using the library and other campus facilities. Keep in mind that we are guests on the campus and, as such, we must observe and respect the students, teachers and other faculty members involved in the summer college sessions. Quiet and appropriate behavior is expected.

While in the library it is important to remember the following:

1. Study rooms are **off limits** to students at all times.
2. No food or drinks are allowed in the library.
3. No playing around in the library. Disciplinary action will be administered for inappropriate or disruptive behavior.
4. Begin leaving the library **10** minutes before roll call.

TRANSPORTATION

Each student is responsible for their own transportation to and from the PREP site. Any modifications to this will be discussed during the Parent/Student Orientation.

If a student will be picked up from the PREP site, it is important that the student and parent/guardian coordinate a permanent time and location in order to avoid any confusion. **The PREP staff will provide supervision only during official PREP hours. Parents are asked to keep to this schedule so as to best ensure their child's safety. Due to safety concerns, students must not remain on campus after the official PREP hours designated by the site director. If a student repeatedly violates this policy, they will be dismissed from the program.**

SUPPORT SERVICES

Academic Credit: The Texas Education Agency has approved state elective high school graduation credit for the successful completion of each session of Victoria PREP. **However, it is up to the individual school district boards to approve the award of this credit, as well as the amount (1/2 to 1 unit credit) to be awarded for each summer's participation.** Please ask the Guidance Counselor at your school about this credit. If authorized by the student and parent, the PREP office at Victoria College will forward the students' overall numerical grade in late September to the school indicated. Remember, the elective credit will be accumulated into your GPA average and class rank at your school. You must have a final grade of 69.5 or better in order to successfully complete PREP.

FUTURE SUMMERS AT PREP

Applications for the PREP program for the following year are available in early February. Applications for Second and Third Year participants will automatically be mailed to the student's home address. Please note that if you have an address change during the PREP year, you must call to update address and telephone information. If you have not received notification of the application deadline by mid-January, please call to request this information. Enrollment is on a, "first come, first served" basis.

LIFE AFTER PREP

Follow-up Surveys: Follow-up surveys are conducted annually by the PREP Central Office. The surveys assist with keeping track of the students who have successfully completed at least one year of the program. We are interested in following the progress of our former students throughout their high school and college careers. The results of these surveys are utilized in numerous ways. We maintain current records of our former students so that we may distribute their information to scholarship and internship programs and college recruiters. Also, we share the success of our students with PREP sponsors and benefactors to continue their support in our program and investment in our community. The survey is also used to improve the program. 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 three summers of the PREP Program. Through PREP'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 college and national enrichment programs.

Closing Ceremony

The last day of the PREP program is the Closing Day Ceremony. All students who have successfully completed the program **must** attend graduation. Parents/guardians, family and friends are invited to attend the ceremony.

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.

Remember that PREP is a free program, provided for you to enhance your success in life.

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. Have a great summer!! Learn, discover, grow and, above all, enjoy your PREP experience!!!

TexPREP Grading

All grades are recorded as a number extended to two decimal places. No grade above 100.00 is reported for any student. Below is the grading scale used to calculate all PREP grades:

98 - 100	A+
93 – 97.9	A
85 – 92.9	B
75 – 84.9	C
69.5 – 74.9	D (Any student with a grade of 69.5 or greater has successfully completed the program.)
Below 69.0	F

Final VC PREP Grade Calculation – YEAR ONE

Logic	50%
Engineering Foundations	20%
Problem Solving	20%
College & Career Exploration	10%
Robotics	

Final VC PREP Grade Calculation – YEAR TWO

Algebraic Structures	40%
Introduction to Physics w/lab	25%
Problem Solving	25%
College & Career Exploration	10%
Robotics	

Final VC PREP Grade Calculation – YEAR THREE

Probability and Statistics	30%
Technical Writing	30%
Problem Solving	30%
College & Career Exploration	10%
Robotics	
Computer Science	

Final VC PREP Grade Calculation – YEAR FOUR

Computer Science	35%
Problem Solving- Calculus	30%
Water Science	30%
College & Career Exploration	10%
Physics II	
Robotics	

*Any student with a final grade of 69.5 or greater has successfully completed the program.

*The instructor reserves the right to deviate slightly from the above grade breakdowns to better serve the needs of the students.

ACKNOWLEDGEMENT

2017 VICTORIA COLLEGE PREP

STUDENT HANDBOOK

We (participant and parent/guardian) hereby acknowledge that we received a Victoria College PREP Student Handbook. Furthermore, we acknowledge that we have read and understood the contents of the handbook and have had an opportunity to ask questions.

Participant's Name (printed)

Participant's Signature

Date

Parent's/Guardian's Signature

Date