
UVU PREP 2018

Student Parent Handbook



SCHOOL COMMUNITY UNIVERSITY PARTNERSHIP

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age (40 and over), disability status, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin at any program or activity receiving federal financial assistance. Title VI prohibits racial harassment, and such harassment is prohibited in all facets of educational activities at UVU. If you encounter this type of discrimination/harassment, you can speak with the EEO Director or the Director of Student Conduct. Additional information can be found at: <http://www.uvu.edu/equalopportunity/index.html>

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination and harassment in education. Title IX covers discrimination/harassment/Sexual Violence in programs, admissions, activities, and student and employee sexual misconduct. UVU's policy against sexual harassment extends not only to employees of the university, but to students and visitors as well. If you encounter sexual harassment or gender-based discrimination (including discrimination or harassment based on pregnancy, pregnancy related conditions, sexual orientation or gender identity), contact the Title IX Coordinator or a Deputy Coordinator. Additional information can be found at: <http://www.uvu.edu/equalopportunity/index.html>

Dear UVU PREP Student,

Congratulations and welcome to UVU PREP 2018! As a UVU PREP student, you will be involved in a program that can make a big difference in your life, both academically and personally. We appreciate the commitment you and your family are making for you to attend UVU PREP this summer, and encourage you to take advantage of this time to explore careers in the fields of science, technology, engineering and mathematics. Work hard to build the skills and knowledge to pursue your dreams for your future.

Succeeding at UVU PREP takes hard work, dedication, responsibility and accountability. You have been chosen as a UVU PREP student because your academic accomplishments say you can do it, and do it well. UVU PREP is worth your time and effort. PREP graduates have demonstrated outstanding achievement in high school, college and future careers. We are confident that each of you can succeed and extend your reach to a future of limitless possibilities.

UVU PREP's committed and well-qualified staff is here to assist you. Please communicate with your Program Assistant (PA) about any questions or concerns that you may have during the program. We all want UVU PREP to be the best program possible.

On behalf of the entire UVU PREP 2018 staff, welcome!

Sincerely,



Liz Andrus, M.Ed.

Director

School Community University Partnership

Utah Valley University



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INTRODUCTION

In 1979, Dr. Manuel P. Berriozabál, a professor of mathematics at the University of Texas at San Antonio, founded the Prefreshman Engineering Program, 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 introduced UVU PREP in June 2013, a STEM (science, technology, engineering and mathematics) based academic enrichment program.

UVU 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. Coupled with a strong academic program, UVU PREP will provide career awareness speakers from STEM fields and field trips to sites exhibiting work in STEM fields. UVU PREP's staff consists of highly qualified professional instructors, Program Assistants (PA), Teaching Assistants (TA), AmeriCorps Summer Associates and administrative personnel.

UVU PREP is an exciting, intellectually demanding program that has high expectations of its participants. The students will need to dedicate themselves to seven weeks of hard work and academically challenging courses. In order to attain the desired level of learning, UVU PREP students are expected to invest nightly effort on homework assignments and projects. UVU PREP students' first priority is to learn!

A welcome orientation is held for students and parents prior to the beginning of UVU PREP each year. Topics covered include: UVU PREP program overview, classroom rules, procedures, expectations, attendance policy, transportation requirements, and lunch guidelines.

MISSION STATEMENT

The mission of UVU PREP is to enhance middle and high school age students' academic background in science, technology, engineering and mathematics (STEM) fields to motivate and prepare them for success in STEM fields.

OBJECTIVES

- Increase the number of students enrolled in high school STEM courses leading to STEM degrees and careers.
- Encourage participants to serve as models and mentors in their respective schools.
- Foster student success and engagement in middle schools.
- Inspire underrepresented populations to pursue STEM educations and careers.

PROGRAM INFORMATION

Contact

UVU PREP Main Office
801-863-5800
partnership@uvu.edu

Communication is the key factor to a successful UVU PREP program. Please communicate any needs, questions, or concerns that you may have.

Site and Program

Date: June 4 – July 19, 2018, Holiday Break: July 4 – 6

Hours of Operation: 8:30 am – 3:10 pm, Monday – Thursday
Friday (field trip day): 8:30 am - 2:00 pm

Mandatory Meetings:

Tuesday, May 15: Year 1 Parent Orientation 6:30 pm
Thursday, May 17: Year 2 and 3 Parent Orientation 6:30 pm
Thursday, July 19: Closing Celebration 6:30 pm – 8:30 pm

Facilities: All program activities, except for field trips, are held at Utah Valley University's Orem Campus. Utah Valley University is located at 800 West University Parkway, Orem, UT 84058.

Daily Schedule

<u>1st Year</u>	<u>2nd Year</u>	<u>3rd Year</u>
8:20 Roll Call	8:20 Roll Call	8:20 Roll Call
8:30-9:15 Career Awareness	8:30-9:15 Career Awareness	8:30-9:15 Career Awareness
9:30-11:00 Class 1	9:30-11:00 Class 1	9:30-11:00 Class 1
11:00-11:40 Lunch	11:10-12:40 Class 2	11:10-12:40 Class 2
11:50-1:20 Class 2	12:40-1:20 Lunch	12:40-1:20 Lunch
1:30-3:00 Class 3	1:30-3:00 Class 3	1:30-3:00 Class 3
3:10 Dismissal/Pick Up	3:10 Dismissal/Pick Up	3:10 Dismissal/Pick Up

* Schedule varies according to year

CURRICULUM

Year 1

- Logic and Its Application to Mathematics: Students will understand how to write compound statements and truth tables, also understand elementary set theory, truth statements, and two column proofs.
- Introduction to Engineering: Introduction to the engineering profession, measurements, simple mechanics, work-energy and engineering design, in-class laboratory demonstrations of engineering principles, and team designs of bridges, towers, and Lego robots
- Problem Solving 1: Experiences with problem solving as a method of inquiry and application so that students can investigate and understand mathematical content, formulate problems, develop and apply a variety of strategies to solve problems, verify and interpret results, generalize solutions and strategies to new problem situations, and acquire confidence in using mathematics meaningfully.

Year 2

- Algebraic Structures: Study of groups, rings and fields using systems of integers and rational numbers as models, derivation of algebraic properties of these systems.
- Introduction to Physics: Students will understand mechanics and physical quantities, equilibrium of a particle, various laws of motion, work and energy, inertia and momentum, Electricity and Magnetism- Coulomb's Law, electric field, potential, direct current circuits, magnetic fields, capacitors in series and parallel.
- Topics in Problem Solving 2: Numerous and varied experiences with problem solving as a method of inquiry and application so that students can: use problem solving approaches to investigate and understand mathematical content, formulate problems, develop and apply a variety of strategies to solve problems, verify and interpret results, generalize solutions and strategies to new problem situations, and acquire confidence in using mathematics meaningfully.

Year 3

- Technical Writing: Students will understand how to write clear and persuasive technical reports, with correct grammar, style, and mechanics; do original research, and assessment of purpose, audience.
- Probability and Statistics: Students will understand basic probability theory-counting procedures,,, probability models,, exponential and normal, descriptive statistics- tables and charts, measures of center and spread, analytical statistics- c, simple regression, how to collect, organize, evaluate data, and use R Programming to better understand data sets.
- Computer Science: Students will explore Computer Science concepts through real-world applications, including the use of emerging technologies (e.g. robotics, Arduinos, etc.) and high-demand languages (e.g. Python, JavaScript, Java, etc.).

All Years

- Career Awareness Presentations: Local industry leaders, business professionals, scientists, professors, etc. will give 45-minute presentations to the students to encourage and inspire them to pursue careers in STEM (Science, Technology, Engineering, and Mathematics) fields.

- **Research and Study:** Teachers and Program Mentors will review coursework, explain difficult material, help students with homework for approximately 20 minutes in each class at the discretion of the teacher.

Grading Scale

A	90-100
B	80-89.9
C	70-79.9
Not Passing	Below 70

Grading Policy

All homework, quizzes, tests, and other assignments determine the student's overall grade for each course. **If a student has an overall failing average in all of his/her classes (69.9% or below), that student may not be invited to reapply for UVU PREP the following year.** *If a third year student has an overall failing average grade (below 69.9) in his/her classes that student will not receive a certificate of completion for the program.* Grades are distributed after the program ends. The UVU PREP curriculum builds each year, and students who fail a course would already be behind at the start of the following year. For this reason, it is important that all students work hard to study and understand the material and to complete daily homework assignments. Each course has an instructor and a Teaching Assistant (TA) that are available to help with questions regarding the course material. In addition, the student's assigned Program Assistant (PA) will also be available to help students with assignments and coursework.

Homework

All assignments need to be turned in on time. **Students will not be permitted to attend field trips on Friday if there are three missed or incomplete homework assignments.** Incomplete homework consists of any assigned work that the student has not turned in or that the teacher has not graded because it is deemed incomplete. Instead, they will attend a study hall on Fridays from 8:30 am until 12:00 pm where TAs will help tutor the students on their assignments. Two missed field trips, due to study hall attendance to make up assignments, **may result** in the student's dismissal from the program. *If a student misses class instruction, it is their responsibility to collect any missed work. Homework completion is the responsibility of the student.*

Class Participation

Classroom participation is encouraged. The classroom instructor will determine the level of participation appropriate for each activity. Students should always be courteous, and show respect to guest speakers, instructors, UVU PREP Staff and other students in the program i.e. raising hands before speaking. Hats, earbuds or sunglasses are not allowed in class.

STUDENT CODE OF CONDUCT

Behavior Guidelines

UVU PREP is dedicated to providing an excellent summer program for high-achieving 7th, 8th, and 9th grade students. To accomplish this goal, students are expected to follow the UVU PREP Student Code of Conduct and the Student Code of Conduct from the student's school district at all times to promote a safe, fun, healthy and respectful environment for all participants. Unacceptable behavior will result in corrective measures and may include a report to the student's school district and/or removal of the student from the UVU PREP program.

As a UVU PREP student, I will:

General

- Wear appropriate clothing to UVU 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 me.
- Complete my homework and classwork on time.

Respect

- Be respectful and cooperative and 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 UVU PREP staff and cooperate fully with their instructions and directions.
- Respect the values and beliefs of others.
- Never discriminate or harass anyone based on race, national origin, color, religion, disability, sex/gender, sexual orientation, gender identity or any other protected class.

Personal Space and Property

- Be respectful of all UVU campus and UVU PREP property, equipment, and supplies.
 - As a student of UVU PREP I am a guest on campus and will not disturb the students and staff of UVU, I will walk respectfully through the hallways and will be an example to my peers.
- Never mark, deface or destroy UVU PREP materials or the personal property of others.

Behavior

- Conduct myself responsibly. I understand that the list of acts on page 8 are examples of conduct **not** allowed at UVU PREP and that corrective action will be taken, up to and including removal from the UVU PREP program, should I participate in these acts. This list is not exhaustive but instead illustrates examples of unacceptable conduct.
- I understand the corrective measures and discipline process listed on page 9 and know that I can be dismissed from the program should I violate the standards of conduct and UVU PREP requirements.

Safety

- Be aware of my surroundings at all times.
- Pay attention to instructions and directions given by my leaders.
- Stay with my assigned group and PA/TA at all times.
- Immediately notify the PA/TA of any safety risk observed.
- Immediately report violations of the Student Code of Conduct to the PA/TA.

Dress Code

- Students should always be clean and neat in appearance.
- Close-toed shoes must be worn at all times.
- No hats are to be worn during the program.
- Clothing that is distracting in appearance must be avoided. Clothes that reveal shoulders, midribs, undergarments, or have low-neck lines are not allowed.
 - Shorts must reach the fingertips when the arms hang down
 - Sleeves must cover at least a three finger width on the shoulder
- Clothing that contains vulgar words, profane or obscene slogans and pictures, gang affiliations, or advertisements for alcohol, tobacco, and drugs are not permitted.
It is unacceptable for undergarments to show at any time.
- Students who violate the dress code may be asked to call their parents to pick them up early. Repeated violations may result in dismissal from UVU PREP.
- Student's dress code needs to align with the student's school district dress code.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior that violates the Student Code of Conduct, is disruptive or violates the rights of others. The following are examples of unacceptable behavior and are subject to disciplinary action at UVU PREP. **The behaviors below may result in immediate dismissal from the program and may not follow the corrective measures procedure outlined below.**

Name calling	Bullying	Stealing
Criminal Activity	Threatening	Fighting
Taunting/ridiculing	Hitting/kicking	Damaging property
Inappropriate gesturing	Shoving/pushing	Inappropriate touching
Demeaning comments/gossiping	Inappropriate language	Discrimination/Harassment
Accessing inappropriate Electronic content	Sexual Harassment based on protected class	Failure to stay with assigned group during the program
Cheating/Plagiarism	Other	

Be aware that defiant and/or disrespectful behavior toward any UVU PREP staff member or authority figure will not be tolerated and may result in corrective measures.

Corrective Measures and Discipline

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.

Disciplinary actions will normally begin at a minimal level and then proceed to more serious levels with the exception of serious violations of the Student Code of Conduct (see examples of unacceptable behavior above).

Unacceptable behavior will result in corrective measures and may include a report to the student's school district.

Corrective measures may include:

1. Verbal warning.
2. A second verbal warning will result in a written warning and parents will receive notification.
3. After two written warnings, a student and parent meeting with the Project Coordinator and/or the Program Director will be scheduled.
4. A written warning that happens after a parent meeting may result in the student's dismissal from UVU PREP.

UVU PREP reserves the right to dismiss students from the program as needed, without following the above corrective action steps, to ensure a safe and respectful educational environment.

Dismissal Appeal Process

The following is the process for appeal of dismissals:

- Because daily attendance is necessary for academic success, student appeals must submit written appeal within 24-48 hours from the notice of dismissal from the program.
- The student must send an email to W. Barney Nye, Senior Director, Student Affairs Grants & Outreach. nyewi@uvu.edu
 - A carbon copy of the email to W. Barney Nye must also be sent to Liz Andrus, Director of SCUP. Liz.andrus@uvu.edu
- In this email the student must clearly explain
 - Why he/she is appealing his/her dismissal
 - Why he/she believes he/she should be readmitted
 - Address what he/she intends to do to change the behavior that merited dismissal

The information provided in this email will be considered, a decision made, and the student and parent/guardian notified of the decision within 48 hours of receipt by W. Barney Nye or his designee of the appeal email. One of the natural consequences for the student will be missing study-groups, classes, and any other important events during the time for which he/she is expelled and in the appeal process. If the appeal is denied and discipline sustained, no special consideration will be given for make-up work during this time.

HEALTH AND SAFETY

Communicable Diseases

For the health of all our participants, parents are required to notify the UVU PREP Main Office (801)863-5800 of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential, however, UVU PREP must notify all participants of the situation.

Medication

The legal issues involved with students taking prescribed medication while at UVU PREP prevent UVU PREP staff from storing or distributing medications (including EpiPens). Please make arrangements for the student to schedule taking their medication before or after attending UVU PREP. If your child requires medication during the program hours, please make arrangements with the staff so you can come and personally administer the medication to your child.

Special Nutrition Needs and Allergies

Please make sure that students are aware of their individual nutrition needs and allergies. Parents should email (partnership@uvu.edu) UVU PREP staff if needs are serious or the student needs dietary accommodations for any UVU PREP provided food. *UVU PREP requires a **minimum** of one-week notice before accommodations can be met;* as well a doctor's note for allergy accommodations. Email these requests to partnership@uvu.edu.

Sick Students

Students who arrive sick or begin to feel sick at any time during UVU PREP will be asked to sit in the office under the watch of the UVU PREP Administrator until parents are able to pick up the student. Parents will be notified of their child's condition. It is the parent's responsibility to pick up their student or make arrangements for the student to be picked up within thirty minutes of notification. The student cannot stay in the office or return to class if he/she is sick.

First Aid/911

If a student is injured in any way while attending UVU 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. UVU PREP will not transport any student in a personal vehicle and will call an ambulance in the event of an emergency. UVU PREP is not responsible for medical costs including hospital bills, ambulance fees, etc. related to injuries requiring special medical attention.

Student Supervision

Under no condition will students be allowed to wander off on their own on UVU campus during UVU PREP program hours. Once the student is checked in to the program each day, he/she will be required to stay with the group to which he/she is assigned. Leaving the assigned group may result in dismissal from the program. If the student is considered missing, UVU PREP staff will notify parents to come to campus to assist in the search of the missing student. Campus police will be notified and an incident report will be written and filed by UVU campus personnel.

ATTENDANCE AND TRANSPORTATION POLICIES

Attendance

Students must be on time for daily roll call at 8:20 am each morning and must attend each class and remain in attendance for the entire class period. **A total of three late (8:30 or later) days constitutes one absence.** When a student is picked up early, the time missed will be tracked and added towards a cumulative absence total. Attendance is necessary for successful completion of the program. **Three absences may result in dismissal from the program.**

Transportation

Each student is responsible for his/her own transportation to and from UVU PREP each day. The parent or guardian will drop off the student at 8:20 am and pick them up at 3:10 pm. Staff members will be at the drop off/pick up location to meet the students each morning, and stay with the students in the afternoon until 3:20 pm. There will be no supervision prior to 8:20 am or after 3:20 pm.

Directions to Drop off and Pick up Locations

Students should be dropped off and picked up each morning and afternoon on the red curb area closest to the library in Parking Lot L4.

Late Drop Off

A staff member will wait at the drop-off location each morning until 8:30 am. If a student is dropped off after this time, it is the parent's responsibility to bring the student to the on-campus UVU PREP office and personally check the student in with the staff administrator. **Three late drop-offs will require a parent meeting and will be documented as one absence.**

Pick Up

Pickup time is 3:10 pm, a staff member will wait outside with the students for 10 minutes until 3:20 pm at which time the students will be left outside for the parents to pick up on their own.

Roll Call

Roll call will be taken at the drop-off area between 8:20 am - 8:30 am. When students arrive they will check-in with their assigned staff member. The staff will escort students to their first class at 8:30 am each morning.

OTHER INFORMATION

Daily Suggested Supplies

Supplies: Students are required to provide their own writing instruments (pencil, pen, or highlighters) and college ruled paper.

Sunscreen: Lunch will be held outside most days, increasing the possibility of students getting sunburned.

Water: Bathroom and water fountain breaks will be provided every hour between classes. Students are encouraged to bring a labeled water bottle.

Name Badges

ID badges are property of the program. Each student will be given his/her name badge every day at roll call. Name badges are to be worn appropriately the entire day on campus and returned to the student's PA at dismissal time.

Bathroom Usage

Students will have 10 minutes between classes for bathroom usage. If a UVU PREP student needs to use the bathroom at any other time, a Program Assistant Mentor must accompany him/her.

Cell Phones

Students may bring a cell phone for emergency use only. Students may use their electronic devices before and after UVU PREP as long as they do not create a distraction or a disruption. Use of these devices at any other time during PREP is prohibited. All such items should be turned completely off and kept out of sight. Cell phone usage is not allowed unless an emergency situation, as defined by UVU PREP staff, exists. The use of cameras or camera phones is strictly forbidden in private areas, such as, locker rooms, dressing areas, or restrooms at any time. Cell phones may not be used during lunch and recreational time.

Lunch Time Procedures

UVU PREP students will have a 40-minute lunch break each day. There will be no refrigeration for lunches. Students are responsible for cleaning up their lunch area. Recreational activities will be provided during this time and students are responsible to ensure the clean up of sports supplies.

Field Trip/Special Events Schedule

Field trips and special events may be held on Fridays. Parents will receive a notification early in the week regarding field trip details. Students should still be dropped off and picked up at the normal times unless notified otherwise. **Students are required to wear their UVU PREP T-shirts on field trip or activity days.** Students may elect to participate in study hall rather than attend a field trip or activity. **Students will not be**

permitted to attend field trips on Friday if there are three missed or incomplete homework assignments.
Refer to page 6 for details.

Computer Use

Depending on the course curriculum, students may be using UVU computer labs to complete course materials. Each UVU PREP student will be issued a temporary UVU ID log in and password. All of the computers have appropriate firewalls installed, and students will be closely monitored by UVU PREP staff during computer lab sessions. Accessing inappropriate content as defined by the student's school district, will result in corrective measures and may include a report to the student's school district.

For accessibility information or to request accommodations, please contact the Accessibility Services Department at (801) 863-8747 or asd@uvu.edu. Requests should be made at least one week in advance.