

**Pre-Freshman Engineering Program (PREP)  
Program Mentor Job Description**

**Background:** PREP is an intensive six week, mathematics based, summer program that provides educational enrichment for academically successful middle and high school students. Our goal is to help these students gain the knowledge and skills necessary to pursue careers in science and engineering.

**Employment Dates:** June 3 – July 17, 2009

**Dates of Operation:** June 8 – July 17, 2009

**Program Operation:** Below is a tentative daily schedule (Monday - Thursday) for the summer program:

8:00	Staff Meeting
8:55	Student Roll Call
9- 9:40	Career Awareness
9:50-11	Logic ( <i>PREP 1</i> )
	Algebraic Structures ( <i>PREP 2</i> )
	Probability and Statistics ( <i>PREP 3</i> )
11-12	Engineering/Computer Science ( <i>PREP 1</i> )
	Physics ( <i>PREP 2</i> )
	Technical Writing ( <i>PREP 3</i> )
12-12:50	Lunch and park
12:50	Roll Call
1-2:00	Problem Solving Seminar ( <i>All Levels</i> )
2:10-3:30	Hands-on activities, Research and Study ( <i>All Levels</i> )
3:30	Student Dismissal

*PREP endeavors to make each Friday special for the participants with field trips and special activities. Start time is 7 a.m.*

**Duties and Responsibilities of a Mentor:** Program mentors need to be available for at least eight hours per day for seven weeks and must:

- Attend staff orientation, training, 8 a.m. staff meetings, and prepare for program operation.
- Assist in setup and tear down of supplies and materials.
- Meet and monitor assigned students from arrival to departure on campus.
- Take attendance of assigned students several times daily and be responsible for their whereabouts at all times.
- Attend classes and laboratories with students and assist instructors.
- Develop assignments and supervise research and study.
- Maintain records of students' work and assign grades.
- Assist in preparation and implementation of special activities and field trips.
- Supervise arrival and departure of students.
- Monitor laboratories and assist in daily operations.
- Attend graduation on July 17, 2009

**Qualifications for Program Mentors:**

- Currently a college student having completed at least one year of college with 2.5+ GPA.
- Completion of Calculus II (preferred).
- Available to work from 8:00 a.m. to 5:00 p.m. daily (changes may occur) between June 1 and July 17, 2008.
- Preference given to engineering, math, science, and secondary education majors.

**New Mexico State University will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion, or national origin of any applicant.**

**Please submit the PREP Mentor application, essay, list of references, resume, and a copy of your last transcript (an unofficial copy is acceptable) to:**

Bryan Swain, Project Coordinator  
NMSU/IEE/WERC  
ECIII (Foreman Bldg) Room 348  
MSC WERC, P.O. Box 30001  
Las Cruces, NM 88003  
Office: 505-646-1378 Fax: 505-646-5474

Email: [lcprep@nmsu.edu](mailto:lcprep@nmsu.edu) or bswain@nmsu.edu

## 2009 PREP PROGRAM MENTOR APPLICATION

1. NAME: \_\_\_\_\_  
LAST
FIRST
MI
2. CURRENT PHONE #:(\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_\_/PERMANENT PHONE #:(\_\_\_\_)\_\_\_\_-\_\_\_\_-\_\_\_\_
3. CURRENT MAILING ADDRESS: \_\_\_\_\_  
STREET
CITY
STATE
ZIP
4. PERMANENT ADDRESS: \_\_\_\_\_  
STREET
CITY
STATE
ZIP
5. E-MAIL ADDRESS: \_\_\_\_\_
6. COLLEGE/UNIVERSITY ATTENDED DURING 2007-08 ACADEMIC YEAR: \_\_\_\_\_
7. CLASSIFICATION:( )FR ( )SOPH ( )JR ( )SR ( )GRAD/ANTICIPATED DATE OF GRADUATION: \_\_\_\_\_
8. MAJOR: \_\_\_\_\_/CURRENT GRADE POINT AVG: \_\_\_\_\_
9. PLEASE COMPLETE THE INFORMATION BELOW FOR ANY COURSE WORK YOU HAVE COMPLETED:

COURSE	YEAR	SEMESTER (FALL, SPRING, SUMMER)
Calculus I		
Calculus II		
Logic		
Probability		
Physics		
Technical Writing		

11. COMPUTER SCIENCE LANGUAGES: \_\_\_\_\_  
 \_\_\_\_\_
12. DO YOU HAVE ANY PREVIOUS EXPERIENCE WORKING WITH MIDDLE/HIGH SCHOOL STUDENTS? \_\_\_\_\_  
 IF YES, WHERE AND WHEN? \_\_\_\_\_
13. DATES AVAILABLE FOR EMPLOYMENT? FROM \_\_\_/\_\_\_/\_\_\_ TO \_\_\_/\_\_\_/\_\_\_
14. HOW WERE YOU REFERRED?  
 \_\_\_\_\_

**ON THE BACK OF THIS PAGE OR ON ANOTHER PAGE, PLEASE WRITE YOUR ANSWER TO THE FOLLOWING QUESTIONS:**

*How would you benefit from working with PREP and what contributions do you feel you can make to the programs (Be sure to include any previous experience you may have with middle and high school students.)*

Provide a list of three references (include address and telephone numbers) that are **NOT** family members. Failure to provide an essay, references, and transcript may result in denial of employment.

**I CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH. I UNDERSTAND THAT ANY FALSE STATEMENTS MADE HEREIN WILL VOID THIS APPLICATION AND ANY ACTIONS BASED ON IT. I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT TENDERED ME IS CONTINGENT UPON MY AGREEMENT TO ABIDE BY THE RULES AND REGULATIONS OF NMSU and PREP.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR OFFICE USE ONLY: SPO</b>	<b>EMP. DATES:</b>
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