SCHEDULE

Dates: June 6 - July 19, 2017
Facilities: All program activities, except for field trips, will be held at Weber State University’s Ogden Campus.
Year 1
8:40 – 8:50..........Roll Call/Pick up Nametag*
9:00 – 9:50..........Career Awareness Speaker
10:00 – 10:50 ........Class #1
11:00 – 11:45 ........Lunch
12:00 – 12:50 ........Study Hour
1:00 – 1:50..........Class #2
2:00 – 2:50..........Class #3

Year 2 & 3
8:40 – 8:50..........Roll Call/Pick up Nametag*
9:00 – 9:50..........Career Awareness Speaker
10:00 – 10:50 ........Class #1
11:00 – 11:50 ........Class #2
12:00 – 12:45 ........Lunch
1:00 – 1:50..........Study Hour
2:00 – 2:50..........Class #3

*Nametags must be worn on campus the entire day and returned to the student’s PA at dismissal time.

Important Dates to Remember:
June 1   Year 1 Family BBQ - 5 p.m. at WSU Shepherd Union Bell Tower
July 3-4  Holiday, No Classes
July 7    Sci-TECH Expo at UVU (7:30 am – 4:30 pm)
July 19   Mandatory Closing Celebration (6:30 pm-8:15 pm)

Supplies: Lunch (or lunch money), sunscreen, and water bottle

Lunch: Students are required to provide their own lunch or lunch money to buy food on campus each day.
Sunscreen: Lunch will be held outside most days, increasing the possibility of students getting sunburned.
Water: Bathroom and water fountain breaks will be provided for 10 minutes every hour between classes. Students are encouraged to use reusable water bottles each day (with name on the bottle). Soda is not allowed in class.

CONTACT NUMBERS

Outreach Office:  Mon-Thursday  801.626.7553
Site Coordinator: Lynn Shallbetter 801.920.5906  lynnshallbetter@mail.weber.edu
Site Coordinator: Cody Glad 801.928.4990  codyglad@weber.edu
Outreach Coordinator: Tammy Platero 801.648.9231  tammyplatero@weber.edu
Program Manager: Dana Dellinger 801.626.7552/850.499.0023  danadellinger@weber.edu

I. CURRICULUM OVERVIEW

Year 1
• Logic and Its Application to Mathematics: compound statements, truth tables, elementary set theory, Boolean algebra and switching networks.
• 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, gliders, and more.
• Topics in Problem Solving 1: 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 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:** mechanics-units and physical quantities, equilibrium of a particle, motion of a straight line, Newton’s Second Law, motion in a plane, 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**

- **Probability and Statistics:** basic probability theory- counting procedures, addition and multiplication rules, independence, probability models- binomial, Poisson, exponential, and normal, descriptive statistics- tables and charts, measures of center and spread, analytical statistics- confidence intervals for means and proportions, tests of hypothesis for means and proportions, simple regression, how to collect, organize, and evaluate data, analyze, conjecture, and build arguments based on data analysis, ability to sort, analyze, and interpret numerical data using statistical software.
- **Technical Writing:** clear and persuasive technical reports using word processing software and graphic techniques, original research, logic, invention, assessment of purpose and audience, organization and development, revision, editing, style, grammar, and mechanics.
- **Computer Science:** Students will experience the Software Development Life Cycle and learn important programming aspects as they storyboard, design and code their own computer game.

**All Years**

- **Career Awareness Presentations:** local industry leaders, business professionals, scientists, professors, etc. will give daily 45-minute presentations to the students to encourage them to pursue careers in STEM (Science, Technology, Engineering, and Mathematics) fields by providing information about the actual occupation, the career path, necessary schooling, etc.

**Grading Policy**

All homework, quizzes, tests, and other assignments will be assessed to determine the student’s overall grade for each course. If a student has an overall failing average of all of his/her classes (60% or below), that student will not be invited to reapply for WSU PREP the following year. Grades will be distributed after the program ends. The WSU 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 an assigned Program Assistant (PA) available to help students with assignments and coursework.
II. Behavior

Student Code of Conduct
WSU 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 behave appropriately at all times to promote a safe, fun, and healthy environment for all participants.

WSU PREP students are expected to:
● Wear appropriate clothing to WSU PREP each day (see Dress Code below).
● Participate in all activities including class work, projects, and homework assignments.
● Be on time each day and ready to participate.
● Follow Teacher/Program Assistant(PA) instructions.
● Use computers, internet, and supplies appropriately.

Safety
● Be aware of surroundings at all times.
● Pay attention to instructions and directions given by leaders.
● Stay with assigned group and Program Assistant(PA) at all times.

Dress Code
● Clothing which is distracting in appearance must be avoided. Clothes that reveal shoulders, midriffs, undergarments, or have low neck lines are not allowed.
● Clothing should not contain inappropriate words or pictures.
● Shorts can be worn but must be long enough to have fingertips touch the hem when standing up
● Tank tops are allowed but straps must be 4 inches wide
● Friday field trips: WSU prep t-shirt must be worn with closed toed shoes

Corrective Measures and Discipline
Corrective measures used will be dependant 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 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. After 2 verbal warnings a written warning will be issued and parents will receive a phone call.
3. After a written warning a student and parent meeting with the Program Manager will be scheduled.
4. A warning that occurs after a parent meeting will result in the student’s dismissal from WSU PREP.

Emergency Buttons: On WSU campus there are “Emergency Help” buttons. When one of these buttons is pressed it notifies and dispatches our campus police. If we catch your student pressing this button we will give them a warning. If the incident occurs again the student will be dismissed permanently from WSU Prep. This is non-negotiable.

III. Health and Safety

Communicable Diseases
For the health of all our participants, parents are required to notify the WSU PREP director of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pinkeye, etc.). Specific information will be kept confidential, however, WSU PREP must notify all participants of the situation.
MEDICATION
The legal issues involved with students taking prescribed medication while at WSU PREP prevent WSU PREP staff from storing or distributing medications (including administering EpiPens). Please make arrangements for the student to schedule taking their medication before or after attending WSU PREP. **If your child requires medication during the program hours, please make arrangements with the staff to come and personally administer the medication.**

SPECIAL NUTRITION NEEDS AND ALLERGIES
Please make sure that students are aware of their individual nutrition needs and allergies. Parents should inform WSU PREP staff if needs are serious. These needs can be printed on the back of the student’s ID badge.

SICK STUDENTS
Students who arrive sick or begin to feel sick at any time during WSU PREP will be asked to sit in the Outreach office until parents 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 WSU 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. **WSU PREP will not transport any student in a personal vehicle. An ambulance will be called in the event of an emergency.** WSU 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 WSU campus during WSU 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, WSU 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 WSU campus personnel.

IV. ATTENDANCE AND TRANSPORTATION POLICIES

ATTENDANCE
Because of the difficulty of the material being taught it is advised that students do not miss any days of prep, however, each child will be allowed five excused absences. Let us know of excused absentences whenever possible. A total of three late days or early releases will constitute a dismissal from the program. To excuse an absence please email Lynn Shallbetter (Site Coordinator) at lynnshallbetter@mail.weber.edu or give a written note signed by the parent/guardian to the assigned PA.

TRANSPORTATION
Each student is responsible for his/her own transportation to and from WSU PREP each day. **The students should not be dropped off before 8:35 each morning.** Permission may be granted for students to walk or be driven by someone other than the parent/guardian or take public or school transportation by filling out the transportation waiver form included in this handbook. Staff members will be at the W5 lot location to meet the students each morning, and stay with the students in the afternoon until 3:15. There will be no supervision prior to 8:35 am or after 3:15 pm.

DIRECTIONS TO DROP OFF AND PICK UP LOCATIONS
Students should be dropped off and picked up in the designated area in Parking Lot W5. WSU Ogden Campus maps may be found at http://www.weber.edu/WeberStateMap/OgdenCampusMap.html.
**Mid-Day Pickup**

Students may be picked up mid-day if the need arises. Parents coming to pick up their students early should park in the A4 Parking lot. **Once parked, the emergency flashers should be turned on, this will ensure that parking services will not ticket your car for 15 mins.** Then Parents may proceed to checkout their child from a Program Assistant.

**Late Drop Off**

A staff member will wait at the drop-off location each morning until 9:00am. If a student is dropped off after this time, it is the parent’s responsibility to bring the student to **LL125 for Year 1, LL121 for Year 2, or LL122 for Year 3 (Mon-Thurs)** or to the Outreach office (Friday) and personally check the student in with the staff administrator. **Three late drop-offs will require a parent meeting and the student’s dismissal from the program.** Please be aware that drop off and pick-up times may change for Friday field trips. Parents and students will be made aware of any changes. **It is essential to arrive on time for field-trips so that your child may participate.**

**Late Pick Up**

Any student that is left waiting on parents/guardians after 3:10 pm will be taken to Outreach Offices (where classes are conducted). The parent/guardian will have to park and come to the office to pick up their child. **Three late pick-ups will require a parent meeting and the student’s dismissal from the program.**

**Roll Call**

Roll call will be taken at the drop-off area between 8:40 - 8:50 am. When students arrive they will check-in with their assigned staff member. Students will be escorted by the morning staff to their first class at 8:50 am each morning.

**V. Other Information**

**Cell Phones**

Students may bring a cell phone for emergency use only. Phones may only be checked during break periods. **If phones are accessed during instruction times, the students phone will be confiscated.** WSU PREP students are encouraged to exercise professional behavior while engaged in this extraordinary program. If you need to speak to your child immediately due to an emergency, please call the contacts on page 1.

**Lunch Time Procedures**

WSU PREP students will have a 45 minute lunch break each day (11:00-11:45 pm or 12:00-12:45 pm). Students may bring their own lunch or buy lunch on campus. There is no refrigeration available for lunches. WSU PREP students will not be allowed to leave the lunch area during lunch, unless accompanied by a PA.

**Field Trip/Special Events Schedule**

Field trips and special events will be held on Fridays. Parents will receive an email notification during the week regarding field trip details. Students should be dropped off and picked up at the normal times unless notified otherwise. **Students should pack their own lunch on field trip days unless otherwise notified. Students are required to wear their WSU PREP t-shirts on field trip days.**