

## 2008 PREP PROGRAM ASSISTANT MENTOR APPLICATION

NAME: \_\_\_\_\_  
LAST FIRST MI  
 SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
MO DAY YR  
 CURRENT PHONE #: \_\_\_\_\_ PERMANENT PHONE #: \_\_\_\_\_  
 CURRENT MAILING ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP  
 PERMANENT ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP  
 E-MAIL ADDRESS: \_\_\_\_\_  
 COLLEGE/UNIVERSITY ATTENDED DURING ACADEMIC YEAR: \_\_\_\_\_  
 CLASSIFICATION: FR SOPH JR SR GRAD / ANTICIPATED DATE OF GRADUATION: \_\_\_\_\_  
 MAJOR: \_\_\_\_\_ / CURRENT GRADE POINT AVG.: \_\_\_\_\_

**ACADEMIC PREPARATION:**

COURSE	YEAR	SEMESTER (FALL, SPRING, SUMMER)	GRADE
Calculus I			
Calculus II			
Computer Science I			
Computer Science II			
Engineering			
Logic			
Probability /Statistics			
Physics			
Technical Writing			

COMPUTER SCIENCE LANGUAGES: \_\_\_\_\_  
 ARE YOU A FORMER PREP PARTICIPANT? YES NO IF SO, WHAT YEAR(S)? \_\_\_\_\_  
 ARE YOU A FORMER PROGRAM ASSISTANT? YES NO IF SO, WHAT YEAR(S)? \_\_\_\_\_  
 DO YOU HAVE ANY PREVIOUS EXPERIENCE WORKING WITH MS OR HS STUDENTS? \_\_\_\_\_  
 IF YES, WHEN AND WHERE? \_\_\_\_\_  
 WHAT WERE YOUR RESPONSABILITIES? \_\_\_\_\_  
 WHAT DATES AVAILABLE FOR EMPLOYMENT? FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
 ARE YOU AVAILABLE FROM 8:30AM – 3:00PM? YES NO  
 DO YOU PLAN TO TAKE CLASSES DURING THE SUMMER? YES NO  
 IF SO, WHAT CLASS (ES)? \_\_\_\_\_  
 HOW WERE YOU REFERRED TO PREP? \_\_\_\_\_

ETHNICITY: AMERICAN INDIAN ANGLLO AFRICAN AMERICAN HISPANIC ASIAN ORIENTAL  
 SEX: M F (OPTIONAL AND CONFIDENTIAL: USED FOR STATISTICAL PURPOSE)

LIST REFERENCE'S NAME:

NAME	TITLE	TELEPHONE
_____	_____	_____

**I VERIFY THAT THE STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY ACKNOWLEDGE 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 IN CONTINGENT UPON MY AGREEMENT TO ABIDE BY THE RULES AND REGULATIONS OF THE PREP PROGRAM.**

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

## **2008 HOUSTON PREP (Prefreshman Enrichment Program) Program Assistant/Mentor Job Description**

Houston PREP expects to serve 200 middle and high school students all of whom agreed to commit themselves to eight weeks of academic enrichment in science and engineering during this coming summer. The program participants will be engaged in study and laboratory work at the University of Houston-Downtown.

This summer should prove to be most challenging for you, but at the same time, it should offer a very fulfilling experience. You will have an opportunity to strongly influence the future life's and career choices of bright young students many whom come from educationally and economically disadvantaged backgrounds.

The primary duties and responsibilities of Program Assistants/Mentors are as follows:

- a. Before the program begins, read the PA/Counselor Handbook thoroughly and attend staff orientation/meetings as requested by the Program Coordinator.
- b. During the program, monitor a group of approximately 25 students following the guidelines in the PA/Counselor Handbook. Specific duties include:
  - i. Take attendance of assigned students several times daily and, in general, be responsible for their whereabouts.
  - ii. Attend classes and laboratories with students so that you'll be familiar with the course content and be able to assist the students.
  - iii. Supervise the students during Student Activities and Lunch.
  - iv. Assist PREP staff and instructors when requested.
  - v. Perform duties assigned by Program Coordinator.
- c. Meet with the Program Coordinator after every day of the program to discuss program matters and future events.

The qualifications for Program Assistants/Mentors are as follows:

- a. Currently a college student having completed at least one year of college with a 2.5+ GPA.
- b. Completion of Calculus I.
- c. Letter of reference (Non-Family members only).
- d. Essay questions (see attached)
- e. Copy of your most recent transcript (unofficial is fine)
- f. Preference given to math, computer science, and engineering majors.

The working period will be from June 9 – July 18, 2008. The working hours will be from 8:00 a.m. – 3:00 p.m. Monday through Friday. Friday's will be reserved for educational field trips and special events.

Rate of Pay: Variable depending upon, sponsor, college level, major, and previous PREP experience.



4. What leadership positions have you held?

5. What four (4) classroom rules would you set up for managing the “Research & Study” period you would supervise for a group of twenty (20) middle school students? This time is intended for homework, tutoring individuals and small groups, and educational support activities.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_