“The MESA program has provided me the necessary tools to increase my academic performance. I have taken advantage of different tutoring sessions that have helped me with my pre-engineering courses. The good preparation that I have obtained through the MESA academic programs has been shown in my grades.”

--Everardo Maya, Mechanical Engineering Major, San Diego City College MESA Program

Following are the guidelines for completing each standard:

Need help? Ask a MESA student or the MESA staff.
**STANDARD:** Complete MESA Orientation workshop

**Purpose:** The purpose of this exercise is to maximize your experience in the MESA program. You will learn about the opportunities MESA has to offer, will meet MESA students and staff, and will be able to ask questions at your leisure. You will receive the very MESA Orientation booklet you are currently perusing, which contains many of the forms referred to in each section, and which has flaps in front and back for storing additional MESAdvantage documentation.

**Recommendations:**

- **During your MESA Orientation, make sure you:**
  - Sign in on the workshop attendance sheet.
  - Learn how to sign in to and out of the MESA Center each day using the computer near the door. This tracking is crucial to future funding of the MESA program, and will not be used in any other manner.
  - Get your StrengthsQuest code so you can take the assessment online.
  - Learn about the MESAdvantage scholarship and summer team internship programs offered to MESA students through a National Science Foundation grant to the San Diego MESA Alliance.
  - Learn the name(s) of at least one other classmate.

- **Remember to keep your MESA Orientation booklet and use it as a single location for storing resumes, transfer information, scholarship applications, etc.**

**Documentation to be maintained in student portfolio:**

- The sign-in sheet will track your attendance at this and all other MESA events.

- ________________________________________________________________
**STANDARD:** Participate in Academic Excellence Workshops (or Chem Team) **Required if GPA < 2.5**

**Purpose:** The purpose of this exercise is to maximize your learning experience and give yourself an opportunity to get A’s in your classes. Academic Excellence Workshops (AEWs) can help you. AEWs are organized study groups (5 to 8 students) for specific classes. A MESA student leader, referred to as the AEW facilitator, leads each AEW. The facilitator is responsible to make sure that the study group reviews the right problems, understands the material, and is prepared for exams. The facilitator meets weekly with your professor for advice on the progress of your class and the topics that need review, then prepares a problem worksheet for your AEW study group. AEW’s are scheduled for 2 hours and they meet once or twice per week. If your class is not supported by an AEW, then form a study group of 5 MESA students (minimum) and see the MESA staff to request an AEW facilitator for your group.

The AEWs are **NOT** one-on-one tutoring, and they are **NOT** the place to work on homework assignments. AEWs are interactive. Students must be prepared before attending each AEW to ask questions, to contribute to the group, and to learn from the group. The AEWs are modeled after the best work and study habits of university students. Your grades will reflect your efforts.

**Recommendations:**

- **MESA Program AEW Workshops.** Attend AEWs every week. If your class is not supported by an AEW, then form a study group of 5 MESA students (minimum) and see the MESA staff to request an AEW facilitator for your group.

- **ChemTeam Workshops.** Attend ChemTeam workshops every week. ChemTeam workshops are sponsored by the City College Chemistry Department, and they are very similar to AEWs. ChemTeam workshops are peer-led team learning workshops and are offered for small groups of students (6 to 8) who are already enrolled in a specific chemistry class, not walk-in students. ChemTeam leaders work closely with professors to develop a plan for the workshops. ChemTeam workshops are scheduled for 1½ hours and they meet once a week. See your chemistry professor for a ChemTeam workshop schedule.

**Documentation to be maintained in student portfolio:**

- Team MESA AEW or ChemTeam confirmation form (See MESA Director for form)
**STANDARD:** Attend academic seminars.

**Purpose:** The purpose of this exercise is to maximize your learning experience at City College. Seminars offered through the library, the Tutorial Center, the Computer Business Technology Center, the English Center, and other programs on campus will be announced to you through MESA Program email and posted to the webpage calendar. Seminar topics include note-taking, test anxiety, time management, transfer opportunities, and other subjects of vital importance to your success as a student.

**Recommendations:**

- Attend a study skills workshop at the City College Tutorial Center in room L-214. Evening workshops are offered for Top Note-Taking Techniques, Proven Test-Taking Techniques, Eliminating Test Anxiety, Math and Science Study Skills, Efficient Ways to Manage Your Time, Secrets to Mastering Your Textbook, Effective Communication with Instructors, Thinking With Both Sides of Your Brain, and Guaranteed Ways to Remember. There is no cost for these workshops. See the Tutorial Center calendar for a schedule of upcoming workshops.

- Plan on attending at least three seminars a semester.

- Seminars are offered at all times of the day, every day but Sunday. Be flexible.

**Documentation to be maintained in student portfolio:**

- Be sure to collect evidence of your attendance at these events, as MESA does not have a formal tracking relationship with these programs.
**STANDARD:** Compete in MESA competitions.

**Purpose:** The purpose of this exercise is to build community in and out of the MESA program, while at the same time giving you a chance to learn new skills, win cool prizes, and build your resume into the detail (specifically the **Honors and Awards** section.

**Recommendations:**

- **Walk On Water:** Form a team to build water shoes for the annual San Diego MESA Alliance Walk on Water event held in October of each year at the Southwestern College pool. The object of the competition is to engineer (design and build) shoes that will 1) float, 2) help you propel yourself forward, 3) to the other end of the pool before any other team is able to get there. See the MESA website for video footage of last years City College MESA program Walk-on-Water team.

- **Leadership Summit:** The annual San Diego MESA Alliance Leadership Summit takes place each year in the early Spring semester, at the Indian Hills Campground in Jamul. There are two or three competitions associated with this.

- **Robotics Challenge:** Form a team to build a robot for the annual San Diego MESA Alliance Robotics competition held in April each year at San Diego City College. This is a two-fold competition, with a speed competition through an obstacle course, and a head-to-head (or robot-to-robot, really) competition between MESA teams. Prizes are donated by Sony each year.

- **Calculator Olympics:** Form a team to compete in the annual San Diego MESA Alliance Calculator Olympics competition, held in April each year in conjunction with the robotics challenge event. You may compete in both on the same day, on different teams as you so choose. The Calculator Olympics is a series of open-book written exams in Math, Physics, Engineering, and Chemistry. Teams compete at one of three levels, more or less equivalent to HS, CC, and University.

**Documentation to be maintained in student portfolio:**

- Documentation of your participation and/or final placement in competition.

**STANDARD:** Seek additional academic support (e.g. tutoring required if
Purpose: The purpose of this exercise is to get the academic help that you need, when you need it. There are many tutorial resources available to MESA students. It is your responsibility to be familiar with these resources. **Tutoring is required for any MESA student who has a GPA below 2.5 or who receives a C-grade or below in any class.** It is very critical that you receive tutoring before it is too late to save your grade.

Recommendations:

- Visit the **MESA Center** for the following resources:
  - **Tutoring.** The MESA Center offers tutoring in math, biology, chemistry, engineering, and physics. Tutoring is provided by MESA students and guest faculty. Weekday hours are available. No appointment necessary. See the schedules posted in the MESA Center and to your email for details.
  - **Textbooks.** The MESA Center has a library of current and former textbooks for student checkout. Subjects include math, engineering and science.
  - **Computers and calculators.** The MESA Center has PC computers and a printer/copier/FAX available for student use. In addition, TI calculators are available for student checkout.

- Visit the **City College Tutorial Center in room L-205** for the following resources:
  - **Tutoring.** The Tutorial Center offers free peer tutoring on math, physics, and chemistry. Tutorial Center tutors are advanced-level students from City College, UCSD, SDSU, and USD. Weekday and weekend hours are available. Walk-in tutoring and tutoring by appointment is available. Check the Tutorial Center schedule for details.
  - **Online Tutoring.** The San Diego City College Tutorial/Learning Center is pleased to offer limited online tutoring to accommodate students who either prefer or cannot attend sessions on campus. Online tutoring gives you the freedom to attend from your home or any location where you have a computer with an internet connection, and to do so at your convenience.
  - **Workshops.** Attend an evening workshop on Top Note-Taking Techniques, Proven Test-Taking Techniques, Eliminating Test Anxiety, Math and Science Study Skills, Efficient Ways to Manage Your Time, Secrets to Mastering Your Textbook, Effective Communication with Instructors, Thinking With Both Sides of Your Brain, and/or Guaranteed Ways to Remember. There is no cost for these workshops. See the Tutorial Center calendar or watch your email for a schedule of upcoming workshops.
Visit the **City College English Center in room C-209** for the following resources:

◊ **Tutoring.** The English Center offers free peer tutoring on reading and writing assignments, including resumes, personal statements, and essays. English Center tutors are advanced-level students from City College, UCSD, SDSU, and USD. Weekday and weekend hours are available. No appointment is necessary! Check the English Center schedule for details.

◊ **Workshops.** Attend a workshop on grammar, writing skills, basic word processing, resume writing, writing the personal statement, writing research papers, and more. English 51 workshops are also available. See the English Center calendar for a schedule of upcoming workshops.

◊ **Textbooks and computers.** English textbooks and handbooks are available for student use. A computer lab is also available.

Visit the **Science Resource Center in room A-207** for Biology tutoring, laboratory materials for general biology and anatomy, and computers for student use. Weekday hours are available. No appointment necessary. Check the Science Center schedule for details.

◊ **Study groups and other peers.** Form study groups with other students in your class, especially MESA students. If possible, arrange to enroll in the same classes with other MESA students. Also, ask for help from other MESA students who previously took the same class or the same professor. Ask to see their notes, past homework assignments and/or exams. Also, see the “Master Learner Videos” for any of your classes. These are video interviews of former MESA students who earned an A-grade in the classes that you’re now taking. Learn from the Master Learners what you need to know to succeed. The Master Learner videos are available in the MESA Center.

◊ **Faculty office hours.** Make the time to visit your professors during their office hours. This is a great opportunity to ask questions of the experts.

◊ Search the **Internet** for any available tutorial resources. The Internet has many interactive resources to help you learn the fundamentals in math, engineering, and science. See the LINKS page at [www.sdccmesa.com](http://www.sdccmesa.com) for suggested websites.

**Documentation to be maintained in student portfolio:**

◊ Team MESA Tutoring self-reporting form, included in this workbook (Required only if GPA is below 2.5 or a grade of C or below is received in any class.)
**STANDARD:** Participate in peer mentoring.

**Purpose:** The purpose of this exercise is to build community in and out of the MESA program. Mentoring is a proven component in student retention and building community relations—that is to say you are more likely to hang in there and complete the work it takes to complete a bachelors degree in your field of interest if you have somebody that you can go to when you are struggling. Your mentor does not need to be a MESA student. Nor should it be a faculty (it’s peer mentoring, after all). It should be a student, ideally in your major, and ideally a little ahead of you in the game, that you can go to when the going gets rough..

**Recommendations:**

- Take advantage of the relationships you have already built. Chances are, there’s someone out there you need, and someone who needs you. Find them. You’ll be glad you did.

- Contact MESA Director for mentoring opportunities or to be matched with a student mentor.

- Contact student chapters for mentoring opportunities.

**Documentation to be maintained in student portfolio:**

- Complete a MESA Program Contact Report Form for each mentoring relationship that you build.
**STANDARD:** Serve as AEW facilitator or MESA tutor.

**Purpose:** The purpose of this exercise is to maximize your learning experience at City College. An AEW facilitator or MESA tutor assists MESA students in their academics. An AEW facilitator prepares the group to review the right problems and understand the materials that will prepare the student for exams. An AEW is **NOT** one-on-one tutoring. An AEW facilitator will meet with professor once a week for advise on the progress of the class and to discuss what material will need to be covered for the next group meeting. MESA tutors are there when students need help with homework, prepare for exams, or review. MESA tutors typically do one-on-one tutoring. The advantage for you is manifold:

1) **Teaching** is far and away the best way to truly cement your subject in your head. You do not have to be perfect going in to tutoring. Chances are by the end of a year you will have improved your game significantly.

2) You have an opportunity to help MESA students coming up behind you. There is reward in this, besides…

3) **MESA** pays $9/hour in the first semester, and $10/hour every semester thereafter.

**Recommendations:**
- Once you have taken math through at least Calc 2, and have received an A grade in math and applicable science courses, please consider applying for an AEW facilitator or MESA tutor position.
- You will need to submit transcripts and a resume with your request.

**Documentation to be maintained in student portfolio:**
- Time cards
- Tutoring log.
- Weekly sign-in sheet.
Purpose: The purpose of this exercise is to get FREE MONEY to assist you with your personal expenses for school and home. Scholarships are free money for students, usually donated by a person or organization. There are many scholarships available to students who fit many different criteria, including major, community service, and the university of choice for transfer. The challenge is to find the scholarships that match your strengths. But don’t limit your chances—review any scholarship eligibility requirements and apply for as many as possible.

It is very important to keep copies of your completed scholarship applications, especially a current essay. This information will make it easier to apply for other scholarships, even on short notice. Your first-ever scholarship essay is only a start. Your essay will improve as you gain new experiences, skills, and accomplishments. Then your Varsity level essay will be great!

Recommendations:

☐ Watch your email for scholarship announcements from MESA Program

☐ Visit the City College Scholarships Office in Room D-106 for the following resources:

◊ Outside Scholarships. View a current list of outside scholarships available. These scholarships are funded by off-campus sources. An application deadline is stated in each application.

◊ Scholarship websites. Request list of scholarship websites. Application deadlines are posted on each website.

◊ City College Foundation Scholarships. The City College Scholarship Office, in conjunction with the City College Foundation, provides scholarships to qualified students. Scholarship funds are donated by faculty, staff, administrators, and outside sources. A scholarship booklet is available in September, listing all of the San Diego City College Foundation Scholarships. Recipients of San Diego City College Scholarships will be invited to participate in the Annual Scholarship Awards Presentation Luncheon in April at the Prado Restaurant in Balboa Park.

☐ Visit the Transfer/Career Center in room A-111 to research other (non-City College specific) scholarship opportunities.

Documentation to be maintained in student portfolio:

☐ Copies of all scholarship applications you complete

☐ Copies of scholarship award certificates
**STANDARD:** Other academic support activities.

**Progress Reports:** The purpose of this exercise is to keep track of your progress in your classes during the semester. Your scores on homework, quizzes, and exams can give you a good indication of your progress. However, it is also helpful to get your professors’ evaluation on your progress and advice for the work that you must do to get a higher grade. The MESA Program Progress Reports can help you to get this information from your professors. Use the progress report as a tool to earn the grades that you want. Stay on top of your progress throughout the semester, and don’t allow yourself to be surprised by your final grades.

**Guaranteed 4.0:** This is a learning tool developed by an African American woman with a Ph.D. in Chemical Engineering. This is the system that she used for herself to get herself through college (with, as you may have guessed, a straight A average). This is a system that thousands of college students have taken advantage of to do the same. The cliff notes for Guaranteed 4.0 are included in your MESA Orientation booklet. It’s up to you to take advantage.

**Recommendations:**

- Complete a MESA Program Progress Report 3 times during each semester for 4-week, 8-week, and 12-week status. Provide the progress report to your professors to grade your progress in each class. Your progress will be graded as Above Average, Average, or Below Average. Your professors also have an opportunity to recommend tutoring or provide additional comments. See the MESA Program Syllabus for the progress report deadline dates.

- **Recommendation for EOPS students.** EOPS also requires progress reports from students. We recommend that you complete a MESA Program Progress Report and attach a copy to your EOPS progress report.

**Documentation to be maintained in student portfolio:**

- For EOPS Students: Copy of EOPS Progress Report. Three required per semester.
- MESA Program Progress Reports: 4-, 8-, and 12-week reports each semester
- Your top five Strengths as determined through StrengthsQuest analysis.
- A copy of your Bullet Point Notes in the Guaranteed 4.0 system.