



To: High School NM MESA Advisors and School Principals

From: Anita Gonzales, NM MESA Program Coordinator

Re: 2010 Summer Enrichment Application Packet

Attached you will find all needed materials to apply for a 2010 Summer Enrichment Course. Please read all eligibility and course requirements carefully. According to NM MESA and our funding sponsor, JETS/Army/UNITE, eligible courses will include:

- A Math, Science, or Technology course that adequately incorporates the required Engineering component/focus and adheres to all JETS/Army/UNITE requirements.
- A course that has enrolled the minimum 16 students.
- A course that ensures the appropriate amount of contact hours (120 for high school).
- A course that allows for the required field trips to a Military Research Facility which will include a ROTC Speaker (to be arranged and paid for by NM MESA).
- A course that has an enriched curriculum. No remedial or recovery courses will be awarded.

All applications must be received by NM MESA no later than **March 23, 2010 at 5PM**. All applicants will be notified of selection by April 2, 2010. Applications also available on the NM MESA website at <http://nmmesa.org>.

A summary of included materials are as follows:

Instructor Application: Application must be completed in entirety or will not be considered. Please review and take time in completion. Funds are limited this year and courses will be awarded solely on the content of the submitted application.

Budget Outline: Any course requesting supplies/expenses and transportation must submit a complete budget outline with application. A maximum of \$500 per course may be awarded.

Projected Student Roster: Each course must recruit and maintain a minimum of 16 students. Students do not currently need to be in NM MESA, but must submit required paperwork (A-1, Parent Permission Form and A-2, Student Profile) to become a member of the NM MESA program. A projected student roster is required for all applications to ensure student interest in course.

Letter of Support: This letter from the school principal needs to include a commitment of facilities, materials, and assurance that students will receive the appropriate credit for the course, if applicable.

Once selected, the final 2010 Summer Enrichment guidelines and information will be sent to all instructors. Tuition rates for all courses will be as follows: \$50.00-High School courses. Please do not collect any money or student application forms until you have been guaranteed a course.

Please submit completed application and direct any questions to:

Anita Gonzales, NM MESA Program Coordinator  
Teacher Education Center #113, New Mexico Highlands University  
Las Vegas, NM 87701  
(505) 454-3027, Fax (505) 426-2013  
[anita@nmmesa.org](mailto:anita@nmmesa.org)



<i>If not mentioned in above description, how do you propose to incorporate the required Engineering component/focus into your curriculum?</i>

<b>SUMMER ENRICHMENT PROGRAM REQUIREMENTS</b>		
Preference of Military Research Facility Field trip:	Requested Date:	
Estimated cost of transportation to above mentioned Research Facility:	\$	
Do you agree to facilitate and submit required JETS/UNITE Assessment Tests (JETS' ASSESS and Explore)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have access to computers and internet to conduct any on-line assessments/data entry?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>SCHOOL/DISTRICT INFORMATION</b>		
Will your school/school district provide transportation to class site(s)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If no, you must include requested transportation and estimated cost on attached budget outline with the application packet.</i>		
Is your school/school district awarding credit for proposed summer enrichment class?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>If yes, please describe procedure for awarding credit (please include all contact information for referenced persons, i.e., Registrar):</i>		
Regular district summer school rates:	Per (hour, week, class):	

<b>APPLICATION ATTACHMENTS</b>		
<i>Are the following documents attached to this application? NOTE: Some documents are required to ensure a complete application.</i>		
1.) Budget Outline (REQUIRED if any supplies, expenses, and/or transportation are requested)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2.) Projected Student Roster with a minimum of 16 students (REQUIRED)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3.) Letter of Support from Principal (REQUIRED)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>DISCLAIMER AND SIGNATURE</b>		
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>I agree to recruit and maintain a class of 16 students (at minimum).</p> <p>I agree to complete the minimum required contact hours and schedule extra time for required field trips.</p> <p>I agree to complete and submit all required information by given deadlines including all NM MESA and JETS/UNITE documents and reports.</p> <p>I agree to complete any, and all, data entry and required assessments as instructed.</p> <p>I agree that all instructors will be paid as independent contractors and as such will receive salary in 2 equal disbursements (first one within two weeks of the start of the course and the second upon receipt of required paperwork).</p> <p>Failure to comply with 2010 Summer Enrichment Requirements will result in forfeiture or delay of payment and/or cancellation of awarded class.</p>		
Instructor Signature:		Date:
Principal Signature:		Date:



NM MESA, Inc.  
 Summer Enrichment 2010  
Projected Student Roster

Instructor Name:	
Class Title:	
Class Location (School):	

Roster Guidelines:

- Projected roster **MUST** be submitted with application.
- Each course must recruit and maintain a minimum of 16 students.
- Students do not need to be current members of NM MESA, but must become members and submit the required paperwork (A-1, Parent Permission Form and A-2, Student Profile).

	Student Name	Current Grade	Current School	Contact Phone	Has NM MESA Paperwork Been Submitted?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					



NM MESA, Inc.  
 Summer Enrichment 2010  
 Budget Outline

Instructor Name:	
Class Title:	
Class Location (School):	

Budget Guidelines:

- Budget outline is required if any supplies/expenses will be requested or NM MESA is requested to provide transportation.
- Do not include transportation cost to attend the required field trip. That is an additional expense provided by NM MESA, Inc.
- Only requested amounts will be awarded, so all anticipated expenses must be included.
- Be as detailed in your item description as possible, including any transportation destinations.
- A maximum of \$500 will be awarded per course, so plan accordingly.
- All items must be able to be purchased via purchase order (by instructor) or "on-line". Include any anticipated shipping costs.

	Item Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
<b>TOTAL AMOUNT REQUESTED:</b>		<b>\$</b>