

NM MESA New Advisor Orientation 2023-2024 School Year

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NM MESA Webpage:

http://nmmesa.org

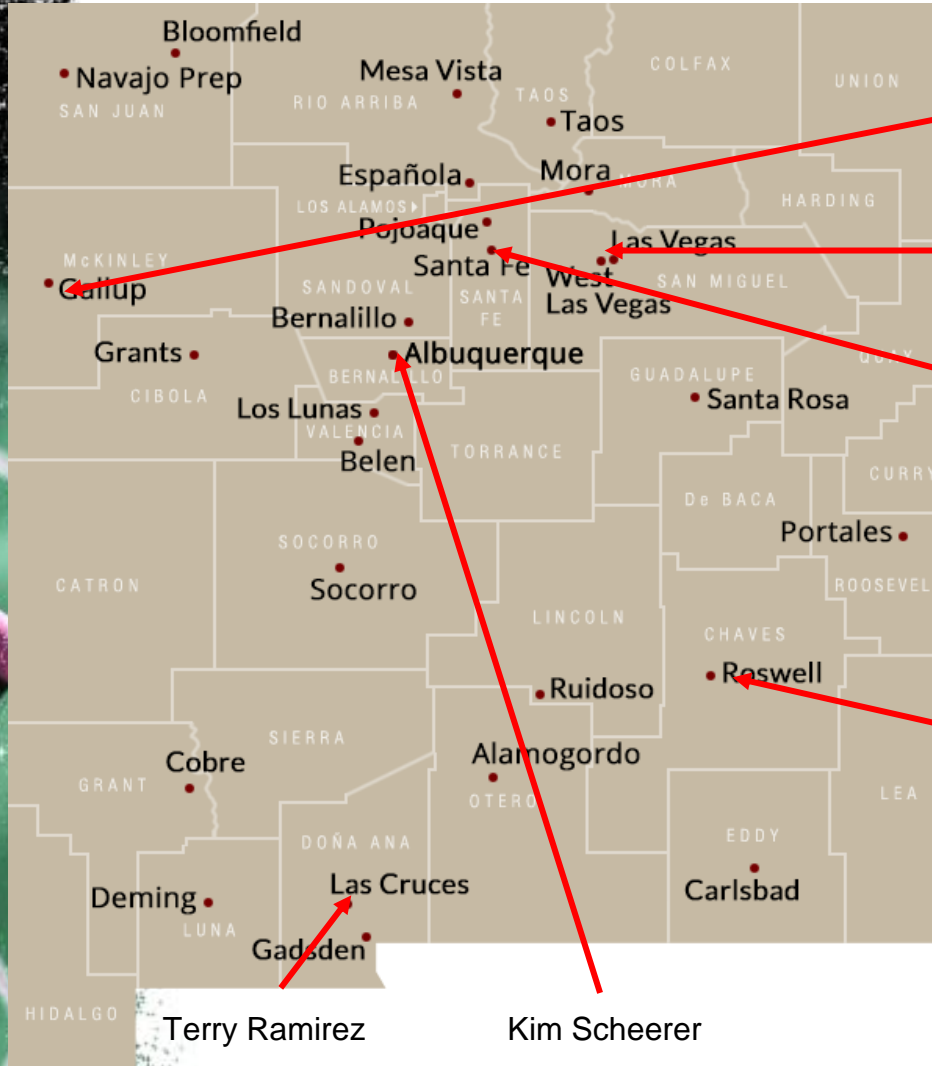


Our Mission

Empower and motivate New Mexico's culturally diverse students with science, technology, engineering, and math (STEM) enrichment.

Our Vision

Diverse, well-educated, professionals who reach their full potential as leaders through Math, Engineering, Science, and technology Achievement.



Shawndeana Smith

West

Andrea Manzanares

North

Nicholas Kunz

North Central

ABOUT MESA

Manuela Klaasen

South East

Ling Faith-Heuertz

Executive Director

Anita Gonzales

Deputy Director

Nadean Whittington

Accounting Technician

Terry Ramirez

South West

Kim Scheerer

Central Inner



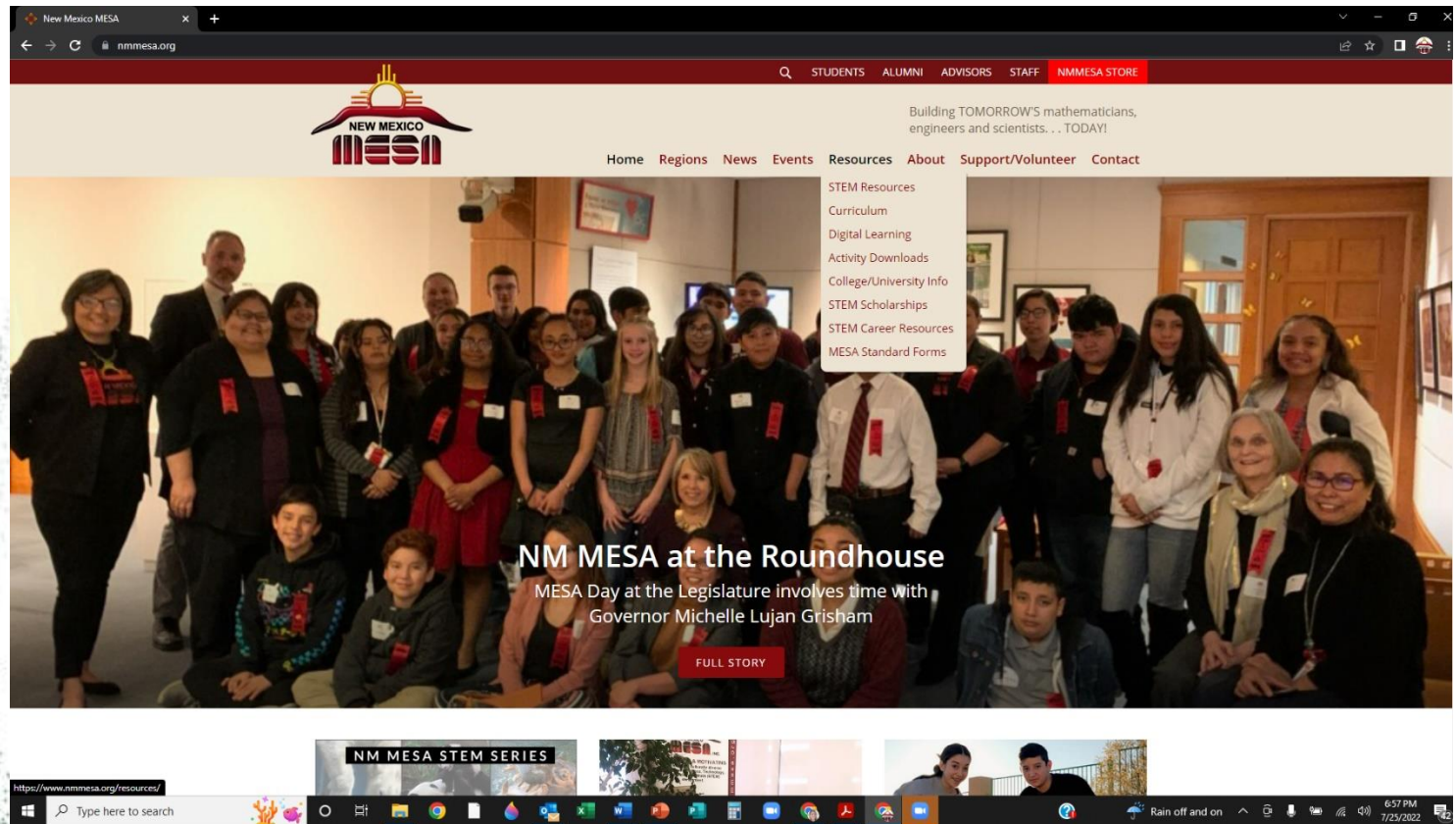
Agenda

- Resources
- NM MESA Advisor Handbook
- NM MESA Performance Watch/MOU
- NM MESA Meetings
- NM MESA Duties
- How to “Prepare” for a Competition
- Data Entry Training (ThinkWave)
- What Now?
- Advisor Handbook Review

NM MESA Resources

- Website: www.nmmesa.org
 - *Curriculum Link*
 - *Digital Media*
 - *All things needed for MESA*
- NM MESA YouTube Channel
 - *Digital Assistance*
 - *STEM Series*
 - *Other*
- Social Media
 - *Facebook*
 - *Instagram*
 - *Twitter*

www.nmmesa.org



The screenshot shows the New Mexico MESA website interface. At the top, there is a navigation bar with links for STUDENTS, ALUMNI, ADVISORS, STAFF, and NMMESA STORE. The main header features the New Mexico MESA logo and the tagline "Building TOMORROW'S mathematicians, engineers and scientists. . . TODAY!". Below the header, a navigation menu includes Home, Regions, News, Events, Resources, About, and Support/Volunteer/Contact. A large group photo of students and staff is displayed, with a red button labeled "FULL STORY" overlaid on it. A dropdown menu is open over the "Resources" link, listing various categories such as STEM Resources, Curriculum, Digital Learning, Activity Downloads, College/University Info, STEM Scholarships, STEM Career Resources, and MESA Standard Forms. The Windows taskbar at the bottom shows the time as 6:57 PM on 7/25/2022.

NEW MEXICO
MESA

Building TOMORROW'S mathematicians,
engineers and scientists. . . TODAY!

Home Regions News Events Resources About Support/Volunteer Contact

STEM Resources
Curriculum
Digital Learning
Activity Downloads
College/University Info
STEM Scholarships
STEM Career Resources
MESA Standard Forms

NM MESA at the Roundhouse
MESA Day at the Legislature involves time with
Governor Michelle Lujan Grisham

FULL STORY

NM MESA STEM SERIES

6:57 PM
7/25/2022



The Advisor Handbook

- This is the BEST resource for all advisors.
- It has been updated and has multiple parts:
 - *General Information*
 - *Forms*
- You must spend time reading this important resource.
- Use bookmarks or post-it tabs to mark important pages.
- All forms mentioned are on the website



Contents of Advisor Handbook

- Background Information
- Contact Information
- Advisor Responsibilities
- Student Eligibility
- Meeting, Officer, and Activity Guidelines
- Loyalty Award Information
- NOTE: Forms are individually downloaded on NM MESA webpage
 - *Use the Forms Table of Contents as a Guide*

Performance Watch

Criteria for a NM MESA school program being placed on Performance Watch at the end of a School Year

Clubs having less than...	20 Registered Students	15 Student Meetings	1 Leadership Activity	Participation @ Regional Rally and/or MESA Day/MESA USA	1 Parent Meeting	1 Service Learning	3 Workshop, Speaker or Field Experience Activities	1 MOU signed by Superintendent and MESA
Advisor Failed to...	Attend at least 1 scheduled RAM	Attend scheduled site visits	Provide proper administration for the school program, i.e. timely paperwork, data entry, and meeting various deadlines. Communicate with MESA Administration in a timely manner.					

Memorandum of Understanding, Advisor Contract, Transportation

- Outlines responsibilities of all parties
- Signed and returned at the start of the year
 - *NOTE: Advisor Contract may be Updated*

NM MESA Meetings:

Formats

- School meetings can occur before school, lunch, after school, or other available timeframes during school hours.
- Some schools have established MESA as an elective class.
 - *If this is YOUR case, NM MESA can not be a limited program to only students that can make your class. MESA is a non-exclusive program.*
- These meetings are an essential and required component of your program.
- Use the format that works best for your program, but ensure that requirements are being met.
- Utilize a NM MESA Bulletin Board.



NM MESA Meetings: What Happens

- Student Paperwork Needs
- General Business
- Student Activities
- Competition Preparation
- Team Building
- Guest Speakers
- And Many More Possibilities.....

Should Have:

1.) Business 2.) Education (STEM) 3.) Planning+

NM MESA Meetings: Student Paperwork

- All NM MESA required forms such as:
 - *A-0: Combination of Student Profile and Parent Authorization*
 - *A-3: Field Trip Agreement-You keep as needed*
 - *High School Forms*
 - A-4: SIFT Application-Submitted online Fall 2023
- All school based required forms such as:
 - *Field Trip Permission Slips*
 - *Medical Information*
 - *Anything else your school requires*
 - *Anything else you need to service your students*



NM MESA Meetings: Student Activities/Education

- Participation in some type of engaging activity.
- Should be STEAM or Leadership based.
- The “big idea” is to generate excitement about STEM so that the “spark” is lit to take higher lever classes in STEM.
- Use this time to do activities with students that you’ve always wanted to do, but never had the time or resources.
- NM MESA provides an activity fund to help with this.-\$7/student. Minimum of \$150.



NM MESA Meetings: Student Activity Ideas

- Hands-On
- Engaging
- Motivational
- Related to MESA Day/MESA USA Activities
- Team Building
- Unique Experiences
- Competitions (offer small prizes to winning teams)

NM MESA Meetings: Team Building

- Cooperative Grouping-research different resources and become familiar with ideas to incorporate.
- Students need to work together as a team, despite ANY activity they are doing.
- NM MESA students should feel part of a large academic team just as other students feel part of a sports team.





NM MESA Meetings: Service Learning

- All NM MESA students are required to do at least one community service project during the school year. (RECOMMENDED=1-2/semester)
- You may do as many community service projects as you want.
- Ideas: Campus Clean-Up, Collecting Donations, Teacher Appreciation, Homeless Shelters, Money Raising Efforts for Cause, etc.
- An essential component of the NM MESA program.



NM MESA Meetings: Guest Speakers

- Guest speakers are **STRONGLY** encouraged for students to experience.
- A great way to conduct an activity without leaving school.
- Ideas: Nurses, University Personnel, Government Agencies (USDA, Corp of Engineers, Forest Service), Engineers, Doctors, etc.
- Get your parents to sign-up at your Parent Meeting to volunteer.

NM MESA Meetings: Other

- Elect student officers to help run meetings, organize paperwork, organize events, etc.
 - *Officers count towards loyalty award!*
- Fundraising logistics and details.
- Create meeting routines and agendas.
- Split-up students if needed.
- Maintain consistency in program!!!



NM MESA Duties: Parent Meeting

- You should have 1 Parent for your students and parents.
- Varying types of parent activities, but make sure to include various information about the program at your school.
- Get parents to SIGN IN and SIGN UP!
 - *Guest Speakers*
 - *Fundraiser Helpers*
 - *Field Trip Chaperones*
 - *Meeting Assistants*
 - *Competition Team Mentors*



NM MESA Duties: Grade Checks

- Students must be passing Math, Science, and English with a “C” or better.
- HS: Extremely important to ensure students are taking the RIGHT classes!
 - *Courses are important for loyalty award*
- Students must be earning a 2.0 GPA
- Grade checks can be done at almost anytime.
- Good to help choose students for specific activities, awards, etc.
- It is very hard to justify taking a student out of class when they are failing!



NM MESA Duties: Administration & Staff

- You need to establish a relationship with your administration and staff.
- Communicate with them on a regular basis.
- Work with teachers that have some of your NM MESA students that are struggling.
- Make sure everyone is aware of the NM MESA student requirements in order to be and remain a MESA student in good standing.
- Utilize: Memos, Newsletters, Announcements, Web-Pages, Newspapers, etc.



NM MESA Duties: Fundraising

- Not required, but helpful if needed.
- Get on good terms with whomever is in charge of the activity accounts at your school.
- Find out how much money you have in your account and learn how to follow the proper procedures to use money, earn money, and deposit money into your account.
- Ideas: sponsoring a school dance, car wash, selling candy or other items, **NO DUES**, etc.
- **MAKE SURE** to follow the fundraising procedures for your school/district.



NM MESA Duties: Field Experiences/Workshops

- Familiarize yourself with district/school policies on:
 - *Campus Guests*
 - *Transportation*
 - *Permission Forms*
 - *Covid Guidelines (if any still)*
 - *Budget Requests*
- Statewide and Regional Events can help with this requirements, but school activities are encouraged.

NM MESA Duties: Paperwork 1

- Basic paperwork at the beginning of each year:
 - *A-0*
 - *A-3 Field Trip Agreement (as needed)*
- Complete directly online to save data entry time!
- A student is not a NM MESA member without these forms.



NM MESA Duties: Paperwork 2

ACTIVITY FORMS/ATTENDANCE RECORDS

- There is not an “official” activity form as all attendance is recorded on line through ThinkWave.
- Suggest to keep a hard copy attendance record.
- You can enter activities for students once forms are completed online and they are placed in your MESA Program.
- Training will occur through your Regional Coordinator.



NM MESA Duties: Paperwork 3

Loyalty Awards (HIGH SCHOOL):

- These will automatically generate for every entered student.
- This is what will dictate the amount of the student's loyalty award.
- All points count-including Middle School!
- This is a HUGE Responsibility...If you don't enter information or host activities, students DO NOT receive credit and \$\$\$!



NM MESA Duties: Competition Preparation

- Read your MESA Day and MESA USA Handbooks VERY CAREFULLY and follow all procedures and deadlines.
- Ask questions about anything you are not sure of.
- Student teams need to be created for every event.
- Have early meetings where students can “sample” events/activities to make best choice for team and for their interests.
- Handbook will be released at the start of September and will be reviewed at the Statewide Resource Review Meeting: Sept. 5 @ 4:30 PM
- Participation is required in either Regional Rally, MESA Day, and/or MESA USA

Competition Overview:

- Review Handbook
- Review Events
- Team Selection
- Event Preparation
- Team Registration
- Misc. Business





Calendar & Updates

- Statewide Calendar Available ONLINE after September
- MAKE NOTE OF DEADLINES as they are ultimately YOUR responsibility
- Many events available, prioritize!
- All Statewide events done electronically through NM MESA Website



Activities and Resources

- Use Given Materials
- Use Activity Checks to Purchase Supplies
 - *Use Amazon Account if easier*
- Use NM MESA funds for fieldtrips, leaderships, and speakers
- Use Resources on NM MESA website
- Get On-Line!
 - *NM MESA Web Page and MORE....*

Final Notes

- Majority of communication is through email!
- DO NOT give anything to NM MESA offices without making a copy.
- Get organized or get someone to help you get organized.
- Always ask your coordinator if you are not sure about something.
- GET YOUR QUESTIONS ANSWERED!
- The program at your school should be “uniquely yours”
- Never forget that you and your students are representing 40 years of pride in this state.
- NM MESA is truly the “Pre-College Program...That Works”



PAUSE....BREATH...
It is going to be OK!

WHAT NOW?

- Set up time(s) to meet with Regional Coordinator
- Work through school logistics
- Make contacts/review school policies
- Set dates/times for regular meetings, recruitment meetings, parent meetings
- Set up a recruitment plan
- Set program goals/plan with Regional Coordinator

Questions?

