



Multicultural Engineering Program (MEP) Participation Policy



1

The purpose of this policy is to outline and provide direction to students regarding their participation in UCSC's MESA Multicultural Engineer Program (MEP). Participation in the MEP and its components is a privilege. Only a limited number of students are accepted into the program each year. There are no fees only a commitment of involvement on your part. All services and events within the participation categories are proven to benefit you as an engineering student. The benefits you receive will be based on your participation in the program.

Participation in MEP is classified into 2 levels (see next page):

1. Standard Participation
2. Active Participation

Those students meeting Standard Participation remain eligible for next year

Those students meeting Active Participation could benefit with:

- Letters of recommendation
- References
- Opportunities to interact with industry
- MEP Industry-sponsored scholarships
- MESA Statewide Activities (Student Leadership Conference, lab visits and more)

Those students not meeting Standard Participation will be dropped from the program

NOTE

MEP students who:

- fail to follow through on standard participation as described
- OR
- do not show up for an event
- OR
- cancels events last minute

Will jeopardize his/her participation in future activities and MEP membership.

Participation will be reviewed at the end of each academic year or at the Director's discretion.

MEP Participation Levels

(based on MEP Report Card; see page 3 of this policy)

2

Standard Participation

(minimum of 5 activities)

Benefit: Remain in MEP

One Academic Advising Session per year

~and~

Four activities (must be from at least three different categories)

1. Academic Advising
2. Academic Support
3. Educational Advancement
4. Industry Exposure
5. Community

Active Participation

(minimum of 6 activities)

Benefit: see next column

Standard Participation (five activities)

~and~

Additional activities (at least one more)

1. Academic Advising
2. Academic Support
3. Educational Advancement
4. Industry Exposure
5. Community

Active Participation

Benefits:

- ❖ Letters of Recommendation
- ❖ References
- ❖ Opportunities to interact with industry
- ❖ MEP Industry-sponsored scholarships
- ❖ MESA Statewide activities (Student Leadership Conference, lab visits and more)
- ❖ You are responsible for updating your MEP report card with MEP Director by deadline; see page 3 of this policy

Refer to MEP Participation Progress on page 3 of this policy for list of activities.



Multicultural Engineering Program Report Card



Student Name: _____ ID: _____ Graduating Senior: Yes No

Summer 15-Spring 16

- It is your responsibility to report activities to the MEP Director
 - Provide documented proof where needed.
 - This must be done in person, not via phone or email.
- All activities must be reported by the 4th week in Spring quarter to be counted for the current academic year
- All MEP Report Cards are kept in the MEP Director's office
 - You can request a copy any time.

Activities		Notes	Quarter Completed	Director Initials
Academic Advising	Went through the BSOE Major Declaration Process. If not declared, when you are you eligible to declare?			
	Upload academic plan into MyUCSC Planner			
	Meet with a SOE Peer or Staff Advisor			
	Meet with a College Advisor			
	Meet with a Faculty member			
Other:				
Academic Support	Receive tutoring through MEP, ACE, LSS, MSI or RAD (Required if GPA < 2.5)			
	Complete Career Center's Focus2 assessment			
	Complete time management plan			
	Apply for scholarships			
Other:				
Educational Advancement	Attend a STEM Undergraduate Professional Development Workshop(s); Career Center Workshop(s) or Fair(s); Undergraduate Research Poster Symposium (URPS); Academic Seminar(s) or any other academic event with Director pre-approval.			
	Obtain research experience (e.g. CAMP, UC LEAD, etc)			
	Present at a Research Poster Symposium			
	Other:			
Industry Exposure	Create or update Resume			
	Participate in job, mock or informational interviews			
	Active participation in an engineering student organization (e.g. NSBE, SHPE, SWE, SASE, etc.)			
	Attend a regional or national conference			
	Serve as an engineering student organization chapter officer Organization: _____ Position: _____			
	Obtain industry mentor			
	Obtain experience via internship			
Other:				
Community	Perform a community service for MEP (e.g. tour guide or panelist)			
	Serve as MEP Tutor			
	Volunteer in organized educational community service programs (e.g. MESA Day)			
	Volunteer in organized non-educational community service programs (food drives, clean-up, etc.)			
	Other:			

Student Signature/Date

Director Approval

/ Total Activities

MEP Participation – Activities explained

4

Academic Advising

- It is important that you regularly check in with your college adviser and/or your department adviser. Please do not rely on information from your friends or what you've heard – when in doubt go straight to the source.
- Your meetings with faculty members should be around your future plans, i.e. research or graduate school.

Industry Exposure

- Exposure to current industry experience and being prepared are vital to your future career.
- Attending Career Center events, such as resume critique or interviewing skills workshops are important.
- Join a student professional organization and attend their meetings regularly.
- Find an industry mentor.

Academic Support

- For those students who need assistance, you should look for support from the various sources on campus or from MEP.
- Those who are below a cumulative GPA of 2.5 should definitely seek at least one form of academic support.

Community

- And lastly community – serving your community will provide you with life skills you cannot obtain anywhere else.
- Start with MEP but don't limit yourself, you can help out in your local community or for anything else that is of interest to you.

Educational Advancement

- There are always events going on in and around BSOE, so those tech talks and visits from Google, Apple, etc. will count!
- Participate in research and present at the Undergraduate Research Poster Symposium.

Refer to MEP Report Card on page 3 of this policy for list of activities.

MEP Participation Policy

“Frequently Asked Questions”

5

WHAT IF I'M NOT A NEW MEP STUDENT, DO I NEED TO START OVER TOWARDS STANDARD OR ACTIVE PARTICIPATION TO QUALIFY FOR THE SCHOLARSHIP OR INTERNSHIP?

Yes. Each year the participation count starts over. Remember, academic advising sessions must be current and completed each year.

IF I DON'T COMPLETE THE STANDARD PARTICIPATION WHAT WILL HAPPEN TO MY MEMBERSHIP?

Those students not completing the standard participation will be dropped from MEP to make room for students who will take advantage of opportunities offered by the program. Participation will be reviewed at the end of each academic year or at the Director's discretion.

I'M A FIRST YEAR STUDENT, CAN I QUALIFY FOR INTERNSHIPS OR SCHOLARSHIPS?

Yes, qualification is based on your participation. There are many ways you can earn Active Participation early in the academic year.

ADDITIONAL QUESTIONS?

Please see the MEP Director, Lydia Zendejas in Baskin 231.

POLICIES and GUIDELINES for Use of MEP Facilities

The MEP Study Center facilities (**Baskin 399, 399E, 399F**) are intended for studying, mentoring, events, meetings and social activities of MEP students. **Priority of the rooms is given to studying.** Any infraction of the below may result in discontinuation of services, damage/replacement costs charged to a student, and a student's dismissal from MEP.

1. Omni Code / ID Card Access: Upon the Director's approval, authorization for access is processed through the BSOE Facilities Office in accordance with University Access policies. Failure to comply with access procedures will result in suspension of all facilities usage. ID Cards and Omni Codes are reviewed regularly, and those that are unauthorized are deleted quickly.
2. Room Use: The MEP Study Center is not open access area. Do not leave the door open with the room unattended when you exit. Providing access to non-MEP member or guests (without prior approval) is not permitted. If approval is given, you are responsible for their actions. Keep the room tidy—do not leave papers or books scattered on the tables when you leave. Place chairs back to keep the room accessible.
3. Computer Use: Treat computers in the same manner that you would do for any shared campus computing equipment in a library or computer lab. Do not unplug, download, or alter properties and settings for your own personal use! It is unacceptable to use the internet or download items that may be offensive to others or a negative reflection of this environment and learning community. Technical staff will assist us with download requests based on our community needs, not individual needs. It is against University policy to use your laptop on campus with illegally downloaded media on it! Do not unplug a computer or disconnect the internet connection in the lab! Use one of six designated DHCP ports for laptops. Do not play any media that is disruptive to others, instead use headphones. Priority use of the computers is for academic-related purposes (not for personal use) so if all computers are busy, you are expected to offer up the computer you are only using for personal activities to someone else with an academic need. Part of the SOE Policy on Peer-to-Peer (P2P) Programs states: Peer-to-Peer (P2P) file sharing programs (such as Kazaa, Gunetella, Edonkey, although there are others) are considered by SOE to be Network Listeners. Computer users who seek to install or operate these programs must notify tech staff one business day in advance. For the entire *Acceptable Use Policies* refer to: <http://support.soe.ucsc.edu/cic/acceptable-use-policy>
4. Printer Use: Only minimal printing is permitted. Printing privileges are intended to help support some of the academic and professional needs of MEP students—they are not intended to fully support all of your printing needs related to your class or coursework. Print only to SPICE, do not alter printer settings under any circumstances. Only small quantities of paper are provided so feel free to use your own printer paper too. No personal printing is allowed without advance approval from the MEP Director.
5. Whiteboards Use: Read the posted whiteboard guidelines before using the whiteboards. Comply with all guidelines and do not leave marker pens uncapped.
6. Textbooks: Return textbooks to the shelves—do not leave them on the tables. Students may borrow books from the room and if interested are allowed to keep them. Current or new editions of textbooks are available for check-out at the Director's Office.
7. Food and Beverage Consumption: Food and beverage consumption is permitted in these rooms, however food and drinks are not allowed at the computer tables! Do not store extra beverages, spare food or food containers in the room. Be responsible, clean up after yourself. Alcohol is never permitted in the Study Center.
8. Electrical Appliances: Turn off the appliances you use. Do not leave any scorched food or liquid—clean all spills and food particles from the microwave and toaster after each use.
9. Office Items and Supplies: Office items and supplies (staplers, tape, rulers, scissors, etc.) are for your convenience and everyone's use. Please do not take from of this room. For emergencies, a flashlight (in case the electricity goes out) and a first aid kit (to help care for minor injuries) are available in Baskin 399—but do not remove these from the room.
10. Personal Property: Students often leave personal items knowing they'll be safe in these rooms while they return momentarily. Sadly sometimes items turn up missing so don't leave items of value unguarded, nor leave personal belongings for an extended period of time.
11. Problems or Repairs to Equipment: Please put in a ticket at: <https://ucsc.service-now.com/ess/>. We won't know there's a problem until ITS is notified. Do not attempt to fix the problem and post an "out-of-order" note so that others may also be informed of what we're attempting to resolve.

As a MEP member I acknowledge these policies and agree to comply.