

# NM MESA

## Management Information Management System (MIMS)

### User Manual



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*NOTE: Unless specified otherwise, each action can be executed by all security levels i.e. Advisors, Regional Coordinators, Central Office Staff and System Administrator. In each case however, the results will be limited to the user's span authority.*

## **Hardware and Browser Recommendations**

This application has been tested on both Apple and PC hardware platforms. Microsoft Internet Explorer version 7 or higher and Firefox version 3 (must have OS X 10.4 or higher) or higher have been tested and access/display the application without issue. *NOTE: Safari web browser cannot be recommended at this time as it failed to perform satisfactorily during the testing.*

## **Logon and Passwords**

### **Logging On to MIMS**

1. Open your browser and go to: <http://www.nmmesa.org>
2. From the menu on the left, go to Advisors > MIMS Logon
3. Enter your user name and password which was provided to you.
4. Click the LOGIN Button

### **Recovering Your Password**

1. From the MIMS logon page, Go to Tools > Password > Recover Password.
2. Enter your MIMS user name when requested and press SUBMIT.
3. A new password will be emailed to you at the email address on your profile.

*NOTE: The new password will be a combination of letters, numbers and special characters. Copying and pasting it into the logon screen will decrease the chance for typos.*

4. Change your password to something more familiar that you can remember.

### **Changing Your Password**

1. Log in to MIMS with your MIMS user name and current password.
2. Go to Tools > Password > Change Password
3. When prompted, enter your current password once and your new password twice.
4. Click "Change Password" button.

## **Profiles and User Accounts**

### **Updating your Personal Profile**

1. Log on to MIMS

2. Click on Profiles > Update My Profile. Your Personal Profile is displayed
3. Enter your personal contact and employment information.
4. Click the UPDATE button at the top of the page to save your changes.

## View/Update Staff Profile

(Central Office & Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Staff > View/Update Staff Member
3. SELECT the staff member in which you are interested.
4. Update the record as necessary.
5. Click on the UPDATE button to save your changes and return to the Main Menu.

## Creating a New Advisor Account

(Regional Coordinators, Central Office & Administrator)

1. Log on to MIMS.
2. Go to Profiles > New Advisor
3. Enter a new user name. *NOTE: The convention is the first letter of the first name and the entire last name. WRITE IT DOWN!*
4. Enter an initial password for the new advisor. *NOTE: The convention is making it the same as the user name. If it is less than (6) characters, add additional random numbers. WRITE IT DOWN!*
5. Enter the advisor's primary email address.
6. Enter the advisor's complete first and last names.
7. Select the advisor's school from the pull-down list of available schools.
8. Click the CREATE USER button.
9. Contact the new advisor with their user name and password that you have created.
10. Provide the Advisor with a copy of the MIMS User Manual and instruct them to login, change their password and complete their Profile before doing any other work.

## Viewing/Updating Advisor Profiles

(Regional Coordinators, Central Office & Administrator Only)

1. Log on to MIMS
2. Go to Profiles > Advisor > View/Update Advisor
3. SELECT the advisor whose profile you are interested in.
4. The advisor's profile appears and you can edit any field, including the Active/Inactive flag.

5. Click on the UPDATE button to save your changes.

## Updating a School or District Profile

(Regional Coordinators, Central Office & Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Schools (or District depending on which you wish to update.)
3. Select the school or district from the pull-down list.
4. Click on the EDIT button.
5. Make the necessary changes and click on the UPDATE button to save your changes.

## Adding a New User Account

(Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Staff (select the type of user you wish to create.)
3. Enter the required information. *IMPORTANT: Make a note of the user name and password that you assign.*
4. Notify the new user of their user name and password and provide them with a copy of this User Manual.

## Adding a New School or District

(Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Schools (or District depending on what you want to create)
3. *NOTE: A District must exist before a school can be placed in it.*
4. Click the NEW button
5. Enter Name, Region (and the District if it's a school)
6. Complete remainder of the profile.

## Students

### Search For An Existing Student

1. Log on to MIMS
2. Click on Profiles > Student > Student Search

3. Enter the student's nine-digit NM PED identification number if you know it. This search should produce a single record that you can SELECT and the student's profile will be displayed if your security level is appropriate.
4. If you do not know the student's nine-digit NM PED identification number, enter all or part of the student's first and last name. This search may produce multiple records all meeting the criteria you have entered. SELECT the record for the correct student. The student's profile is displayed if your security level is appropriate.
5. *NOTE: If your security level does not allow you to see the student's profile, you will receive the message "You do not have access with your current security profile." If you think you have received this message in error, contact your Regional Coordinator or the System Administrator for assistance.*

### **View and Edit Current or Previous Students' Profiles**

1. Log on to MIMS
2. Click on Profiles > Student > View/Update My Students
3. Enter the year in which you are interested.
4. Make sure the proper school is selected.
5. Click the SEARCH button for a list of all students in the school program for the year you selected.
6. SELECT the record for a student to display the student's profile.
7. Edit profile as needed.
8. Click on the UPDATE button to save your changes. (Note: A valid nine (9) digit NM Student ID number is required before a profile can be saved.)

### **Updating a Returning Student's Profile**

*NOTE: If a student has ever been in MESA, they are considered a returning student since they already have a profile in the system. If the student has never been in MESA go to "Add A New Student" below.*

1. Log on to MIMS
2. Locate the student's profile as described above. *NOTE HS Advisors: If the student attended a "feeder" MS for your HS, you will be able to find their profile associated with that school and create a new-year record for them in your school. If you cannot access the student record, contact your Regional Coordinator for assistance.*
3. Enter the student's nine-digit NM Student ID Number if necessary. *NOTE: This is a required field before the record can be saved.*
4. Review all other information on the student's A-2 Form and update the profile as necessary.
5. **UPDATE THE PROFILE BEFORE PROCEEDING TO THE NEXT STEP!**

6. To create a new record for the new school year, go to the “Year Information” section and click on the “New” button in the upper right corner.
7. A data entry form for the new school year is displayed.
8. Select the current year.
9. Enter the student’s current grade, and the appropriate school name.
10. If the student is a MESA officer, check that box. (This field can be updated later also.) also.)
11. The A-1 box will be checked by the Regional Coordinator when he or she receives the students A-1 from you.
12. Note: This is also the section in which students are inactivated for failure to participate in the MESA program before the end of the year.
13. Click the “New” button to save the new, year record.
14. MIMS will provide a confirmation screen that a record has been saved at which time there are three options:
  - a. Return to Student Profile – Use this if you have other changes to make to the student’s profile
  - b. Update Another Student – This option will take you back to the list of students you started with so that you can select another student to update.
  - c. Return to Main Menu – You can probably figure this one out ;-)
15. *NOTE: The Senior Profile section is only to be completed by the Advisor during the spring of the senior year in high school.*

### **Add a New Student**

*NOTE: If a student has ever been in MESA, they are considered a returning student since they already have a profile in the system. Don’t create a duplicate record! Use the “Updating a Returning Student’s Profile” described above.*

1. Log on to MIMS
2. Click on Profiles > Student > Add New Student
3. A form is displayed requesting the student’s PED ID number, date of birth and their last name. (All three items are required.)
4. Click the “CONTINUE, CHECK FOR DUPLICATES” button.
5. If the system finds the PED ID# that you have entered, it will return information about that student. If it’s not the student you are entering, check to make sure that you entered the PED ID# correctly.
6. If the system “suspects” a possible duplication based on the name and birth date information, it will display a list of possible matches.
7. If the student is one of the possible matches, **SELECT** them and continue with the instructions for Updating an Returning Student’s Profile above..

8. If none of the possible matches fit the student, click the CONTINUE WITH CREATION OF NEW STUDENT button.
9. Enter the information from the student's A-2 Form. Required fields are:
  - a. NM Student ID
  - b. Birth date
  - c. Last Name
  - d. First Name
  - e. Gender
  - f. Mailing Address
  - g. City
  - h. County
  - i. Zip
  - j. At least one Parent/Guardian name
10. Click "SAVE NEW STUDENT RECORD" button.
11. You will then be taken to a new record for the new school year.
12. Enter the student's current grade, and the appropriate school name.
13. If the student is a MESA officer, check that box. (You can update this at a later time also.)
14. The A-1 box will be checked by the Regional Coordinator when he or she receives the students A-1.
15. Click the "NEW" button to save the new-year's record.
16. *NOTE: The Senior Profile section will only be completed by the Advisor during the spring of the senior year in high school.*

## Update Student A-1's

(Regional Coordinators, Central Office and Administrator only)

1. Log on to MIMS
2. Go to Profiles > Student > Update Student A-1's
3. Select the year of interest.
4. Select the school of interest.
5. Click the SEARCH button.
6. Check the students' names for which you have received a completed A-1.
7. Click the UPDATE button to save your entries and return to the school selection screen.

## Entering a Senior Profile

*NOTE: The Senior Profile should not be completed until the spring semester of a student's senior year. It must be completed for all graduating seniors whether or not they are receiving an Incentive Award.*

1. Log on to MIMS
2. Locate the student's profile.
3. Review all other information on the student's A-2 Form and update the profile as necessary.
4. Scroll down to the Senior Profile Information section and, with the student's assistance, complete the requested information.
5. Click the "Update" button at the top of the page to save the new information.

### Entering Senior Grades, Test Scores and Class Ranking

(Regional Coordinators, MESA Central Office and Administrator only)

*(Note: Grades, test scores and class rank are entered at the end of the senior year for all four years of high school.)*

1. Obtain senior transcripts from school Registrars and group by school.
2. Log on to MIMS
3. Select Profiles >Student>View/Update my Student(s)
4. Select the first school that you want to work on and click on SEARCH. The resulting list of students represents all the current (2010) students at that school.
5. Press Select, for the student you want to start with.
6. Scroll down to the Transcript Information section
7. Enter highest PLAN, ACT, PSAT and SAT scores that are reported on the transcript.
8. Enter Class Rank as a fraction i.e. 4/348. (System will calculate the percentage.)
9. Enter the student's four year cumulative GPA.
10. Click on "Update Student" to save the record
11. Return to the Transcript Information section.
12. Click the "Edit Grades" button at the top of this section. *(NOTE: The only classes and grades that should be entered from the transcript are those that meet MESA's definition of "college prep math, science or English" or other STEM classes as defined by MESA policy.)*
13. Select 9<sup>th</sup> grade to begin entering transcript information for this student.
14. Select the appropriate school name for this student.
15. Pull down the menu for Class Name and select the name of a class. If the class is on the list, select it and skip to step #18.
16. If the class is not on the pull down list, click on the "EDIT" button.
17. Enter the class name and pick the proper class type for it and click "Add". *Note: If you make a mistake creating a class, you can delete the class on this same screen.*
18. Click on the "Return To Transcript Entry" button.
19. Pull down the menu for Class Name and select the proper class.
20. Pick the appropriate Class Level (General, Honors, AP or dual-credit)
21. Enter the student's grade for this class.

22. Select the proper number of credits that this class carried.
23. Click the "ADD" button. *Note: If you make a mistake adding a class, you can remove a class from a student on the Edit Grades screen.*
24. Repeat Steps 11-21 for the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades.
25. When finished entering all grades from the student's transcript, click "Return to Student List"
26. Move on to the next transcript.

### **Drop/Inactivate a Student**

1. Log on to MIMS
2. Locate the student's profile.
3. Scroll down to the Year Information section and SELECT the current year record.
4. Uncheck the ACTIVE flag.
5. Enter the date you are dropping the student from MESA.
6. Enter a reason for the drop, if you know it.
7. Click the UPDATE button in the upper left corner of that section.

*NOTE: At the end of each year, MIMS will automatically inactivate any student who did not participate in a minimum of 10 meetings, 5 tutoring sessions and 2 MESA activities during the year.*

### **Add/Update Alumni Information**

1. Using the "Student Search" function, locate the student for whom you wish to update alumni information.
2. Click on the "Alumni Info." Link on the right side of the screen.
3. Enter or update alumni information on the resulting screen.
4. Use the UPDATE button to save the information.

*(Note: Alumni information is stored separately from the student profile and should not be updated until after the senior year.)*

## **Activities**

### **Create a New School Specific Activity**

*NOTE to HS Advisors: Activities must be created for all group AND individual activities in order to be counted for Incentive Award points. (See Appendix A of this manual for the definitions of various activities and who is responsible for creating and entering student participation for each type.)*

1. Log on to MIMS
2. Go to Activity > New School Activity. The Activity Create screen is displayed.
3. Select the proper school name.

4. Enter the name of the new activity that you are creating i.e. Student Meeting, Museum of Natural History Field Trip, MESA Tutoring, Debate Club, Nat'l Honor Society, etc.
5. Enter a brief description of the activity so that the Regional Coordinator, who receives the email notification about each new activity created, can evaluate the appropriateness of the activity that has been created.
6. Enter the date for the activity using the calendar provided.
7. Pick the proper Primary Classification for this activity from the pull-down menu. If appropriate, pick a Secondary Classification for this activity. *NOTE: Students participating in this activity will only get Incentive Award credit once for the activity. The primary classification will be used, unless the student has exceeded the maximum number of activities allowed for that classification in the Incentive Award. Under this circumstance the secondary classification will be used for granting credit. If the activity truly fulfills requirements of two separate classifications, then separate activities should be created rather than specifying a secondary classification.*
8. Click the CREATE button to save the activity.
9. The next screen confirms the creation of your activity and provides three options:
  - a. Mark Student Attendance – Allows you to check the names of the students in the program that participated in this activity. *NOTE: Only students with a current A-1 on file in the Regional Coordinator's office will appear on this list.*
  - b. Mark Advisor Attendance – Allows a record of Advisor participation in this activity.
  - c. Return to Main Menu

## Create a New Regional or State Activity

(RCs, Central Office and Administrator only)

*Advisors SHOULD NOT create activities which are regional or statewide in their impact. These activities will be created by the appropriate MESA staff.*

1. Log on to MIMS
2. Go to Activity > (pick Regional or State Activity). The Activity Create screen is displayed.
3. Select the proper Region if creating a regional activity.
4. Enter the name of the new activity which you are creating i.e. NMSU Visitors Day, Winter Design, Legislative Field Trip, MESA Day, etc.
5. Enter a brief description of the activity.
6. Enter the date for the activity using the calendar provided.
7. Pick the proper Primary Classification for this activity from the pull-down menu.
8. If appropriate, pick a Secondary Classification for this activity. *NOTE: Students participating in this activity will only get Incentive Award credit once for the activity.*

*The primary classification will be used, unless the student has exceeded the maximum number of activities allowed for that classification in the Incentive Award. Under this circumstance the secondary classification will be used for granting credit. If the activity truly fulfills requirements of two separate classifications, then separate activities should be created rather than specifying a secondary classification.*

9. Click the CREATE button to save the activity.
10. You will receive a confirmation that the activity has been created.
11. Click the CONTINUE button and select the schools within your region or the regions within the state who are invited to this event.

## **Enter Student and Advisor Participation in an Activity**

*NOTE: Advisors are only able to enter student participation for School Activities. Regional Coordinators are responsible for entering student and advisor participation in Regional Activities and Statewide Activities. Advisors SHOULD NOT create activities which are regional or statewide in their impact. These activities will be created by the appropriate MESA staff.*

1. Log on to MIMS
2. Go to Activity > View/Update Activity
3. Select the type of activity that you are searching for (School, Regional, or Statewide).
4. Enter the year in which the activity occurred.
5. Click the SEARCH button and SELECT the activity you wish to View or Update. The Activity Update screen is displayed.
6. Click on the STUDENT PARTICIPATION button.
7. Check the students that should receive credit for participation in this event. *NOTE: Only students with A-1 forms on file in the Regional office will appear on this list.*
8. Click the UPDATE button to save the participation record.
9. Click the ADVISOR PARTICIPATION button to enter Advisor participation.
10. Click the UPDATE button to save the participation record.

## **View/Update/Delete Activities**

11. Log on to MIMS
12. Go to Activity > View/Update Activity
13. Select the type of activity that you are searching for (School, Regional, or Statewide).
14. Enter the year in which the activity occurred.
15. Click the SEARCH button and SELECT the activity you wish to View or Update. The Activity Update screen is displayed. *NOTE: Although you can view all activities, Advisors can only update their school activities in the current year.*
16. From this screen you can do the following:
  - a. Update the activity name, description, date and classification(s).

- b. Delete the activity. *NOTE: Deletion is prevented if there are students marked as participating in the activity. The students must be removed as participants before the activity can be deleted. If the activity is one of a recurring group, you can chose to delete just this instance or all instances of the activity.*
- c. Clone the activity – This choice allows you to duplicate an existing activity and give it a different date. *NOTE: This is useful for recurring activities such as weekly student meetings and tutoring sessions.*
- d. Enter Student Participation – Allows you to add or modify student participation in this activity.
- e. Enter Advisor Participation – Allows you to add or modify advisor participation in this activity.

### Clone an Activity

1. Log on to MIMS
2. Go to Activity > View/Update Activity
3. Select School activity. (Advisors can view but not edit or clone Regional and State activities.)
4. Enter the year in which the activity occurred.
5. Click the SEARCH button and SELECT the activity you wish to clone.
6. The Activity Update screen is displayed. *NOTE: Although Advisors can view all activities, they can only update their own school specific activities in the current year.*
7. Click on the CLONE button.
8. If the activity being cloned is a recurring activity, enter the beginning date, the frequency of the recurrence and the end date. If only a single new date is to be cloned, enter the date and leave the recurrence frequency set to Never. Activity name, description and classification are carried forward to the new activity(ies).
9. Click CLONE to save the cloned activity.
10. The next screen confirms your clone and provides two choices:
  - a. Enter Student Attendance – Allows you to check off the names of the students in your program that participated in this activity. *NOTE: Only students with a current A-1 on file in your Regional Coordinator's office will appear on this list.*
  - b. Enter Advisor Participation - Allows you to add or modify advisor participation in this activity.

### Reports

## School Reports

- Student Roster - Generates a student roster for a selected school. All students regardless of A-1 status are listed.
- Student Sign-In Sheet - Generates a list of students for a selected school with space for them to sign in at an activity. Only students who have turned in their A-1 form are shown.
- Student Activity Summary - This report shows all the activities, year-to-date that students have participated in. It can be run for a single student or all students in a school program.
- School Activity Summary - List of all year-to-date activities for a single school within a specified year. This report can be sorted by clicking each column header.
- School Activity (Detailed) - This comprehensive report is run for a single school program and shows:
  - Number of active students in the program
  - Number of activities, by primary classification, in the program year-to-date.
  - Attendance at each scheduled activity year-to-date.
  - Individual student participation in all activity classifications
- Student Participation by Activity - List of all students participating in a single activity for a given school within a particular year.
- Incentive Award Summary - Summary of Incentive Award information for all current students in a HS program. (Blank cells indicate no record for the student that year. Zeros indicate membership in MESA, but with no points or dollars earned.)
- Demographic Summary - Gender, Ethnicity, Grade level, Free/Reduced Lunch and Family Income for a single school.

## Regional/State Activities

- Regional Activity Participation
  - Students - Shows school/student participation in regional activities.
  - Advisors - Shows Advisor participation in regional activities
- Statewide Activity Participation
  - Students - Shows school/student participation in state-wide activities.
  - Advisors - Shows Advisor participation in state-wide activities

## Incentive Award Summaries

- Regional - Summary of Incentive Award information for all current HS students in a MESA region with totals by school. (Blank cells indicate no record for the student that year. Zeros indicate membership in MESA, but with no points or dollars earned that year.)

- Statewide - Summary of Incentive Award information for all current HS students in the State with totals by region. (Blank cells indicate no record for the student that year. Zeros indicate membership in MESA, but with no points or dollars earned that year.)

## Contacts

- Advisors
  - By Region - List of all current Advisors in a region with basic contact information (school, phone, email)
  - By State - List of all current Advisors in the State with basic contact information (school, phone, email)
- Schools
  - By Region - List of all current schools in a region with basic contact information for the schools and the principal (address, phone, fax, email)
  - By State - List of all current schools in the state with basic contact information for the schools and the principal (address, phone, fax, email)
- Districts
  - By Region - List of all current school districts in a region with basic contact information for the district offices and the superintendent (address, phone, fax, email)
  - By State - List of all current school districts in the state with basic contact information for the district offices and the superintendent (address, phone, fax, email)
- MESA Staff - List of all current school districts in a region with basic contact information for the district offices and the superintendent (address, phone, fax, email).
- All MIMS Users - List of all current user accounts in MIMS, including first and last name, logon name and security level.
- Email List - Allows generation of a list of email addresses for students, parents or Advisors which can be copied into an email program. List is available in two forms: Table format includes first and last names for use in personalized email merges. List format is just a list of email addresses without individuals' names.

## Quarterly Board Reports

- By Region - Provides regional demographics and a list of regional and statewide events that the region has been invited to with number of attendees at each.
- By State - Provides statewide demographics and a list of regional and statewide events and the number of attendees at each.

## **Ad Hoc Reports**

1. Tools > Query Data
2. Compose data queries from all major tables in the database. Data elements can be used to query and/or display on screen or in downloaded Excel spreadsheets.

## **Troubleshooting and Problem Reporting**

Your Regional Coordinator should always be the first point of contact if you experience a problem with MIMS. If the Regional Coordinator is unable to resolve your issue, they will contact the System Administrator for assistance. When the issue has been resolved, your Regional Coordinator will contact you with solution information and any further instructions that you might need regarding your issue.



## Appendix A - Responsibilities for Creating Activities and Entering Participation

Activity Name	Description	Type of Activity in MIMS	Possible Classification in MIMS	Who Creates Activity in MIMS	Who Enters Participants in MIMS
Academic Competitions: non-MESA	Non-MESA competitive activity for students that challenges their knowledge and understanding of academic topics, especially in STEM disciplines (such as Science Olympiad, Science Fair). <u>Should not be used by Advisors for Regional Designs or MESA Day.</u>	School	Competition-Academic	Advisor	Advisor
AMP	The AMP Conference is a statewide high school leadership activity that involve aspects of a professional conference, i.e. workshops, presentations and seminars etc. The competition is held at NMSU.	State	Leadership	Program Coordinator	Program Coordinator
College Visit: School Specific	A trip organized by a specific MESA school program to visit a college for the purposes of college recruitment and exposure to college life. Planned by Advisors. <u>This does not include college visits arranged by Regional Coordinators or the MESA Central Office</u>	School	College Visit	Advisor	Advisor
College Visit: NM Tech Trip	A visit to NM Tech for the purposes of college recruitment and exposure to college life. Planned by MESA staff for high school juniors and seniors.	State	College Visit	Program Coordinator	Program Coordinator
College Visit: NMHU College Night	A visit to NMHU for the purposes of college recruitment and exposure to college life. Planned by MESA staff for high school juniors and seniors.	State	College Visit	Program Coordinator	Program Coordinator

College Visit: NMSU Visitor's Day	A visit to NMSU for the purposes of college recruitment and exposure to college life. Planned by MESA staff for high school juniors and seniors.	State	College Visit	Program Coordinator	Program Coordinator
Design Workshops	Workshops held in each MESA region to help students and advisors prepare for Winter Designs and MESA Day.	Region	Workshop/Speaker	Regional Coordinator	Regional Coordinator
Field Trip	An activity typically planned by advisors for their students; the students travel away from their schools in order to experience new or novel STEM related information and learning. Must be a school approved activity.	School	Field Trip	Advisor	Advisor
Fundraising Activity	An activity typically planned by advisors for their students which allows the group to earn money for use in MESA related activities. Must be a school approved activity.	School	Fundraising	Advisor	Advisor
Hispanic Youth Symposium	The Hispanic Youth Institute inspires Hispanic high school students to achieve a college education, pursue a professional career, and invest in the community as volunteers and leaders. A four-day, three-night summer program is held on the UNM campus.	State	Leadership	Program Coordinator	Program Coordinator
Innoventure	The New Mexico State University Innoventure Competition is a NM based middle and high school event focused on encouraging teamwork, solving problems, and learning more about science, engineering, and entrepreneurship.	State	Competition-Academic	Program Coordinator	Program Coordinator

Leadership Activity: School Specific	Any activity in which MESA students are exposed to personal or leadership development information. Examples of personal development include: communication skills, time management, controlling stress, and other "life skills". Examples of leadership development include: conducting effective meetings, managing conflict, team building, strategic planning, coaching, delegating, and learning about local, state and federal governance.	School	Leadership	Advisor	Advisor
Leadership Activity: Region	Planned by Regional Coordinator. Any activity in which MESA students are exposed to personal or leadership development information. Examples of personal development include: communication skills, time management, controlling stress, and other "life skills". Examples of leadership development include: conducting effective meetings, managing conflict, team building, strategic planning, coaching, delegating, and learning about local, state and federal governance.	Region	Leadership	Regional Coordinator	Regional Coordinator
Legislative Field Trip	Visit to Roundhouse in Santa Fe during the NM Legislative Session for selected students and advisors. Students view legislative process and some act as pages.	State	Leadership	Program Coordinator	Program Coordinator
Meeting - Advisor	Meetings scheduled by MESA staff for advisors, other than RAMs, New Advisor Training, or site visits.	Region	Advisor Meeting	Regional Coordinator	Regional Coordinator

Meeting - Parent	Meetings for the parents of MESA students to provide information about MESA and its activities and to encourage their participation in the program. Also includes year-end award ceremonies for MESA students.	School	Meeting - Parent	Advisor	Advisor
Meeting - Student	The recurring (weekly) meetings held at each MESA school for the MESA students. Agenda is typically club business, preparation for upcoming competitions and other STEM related activities.	School	Meeting - Student	Advisor	Advisor
MESA Day	An annual, statewide, academic competition open to all qualified MESA students in NM who won the right to participate at their Regional Design.	State	Competition - NM MESA Day	Program Coordinator	Regional Coordinator
MESA USA: national competition	An annual, national engineering competition held in one of eight MESA states. Winners of the statewide MESA USA compete against winning teams from other MESA states.	State	Competition - NM MESA USA	Program Coordinator	Program Coordinator
MESA USA: state competition	An annual, statewide engineering competition opens to all qualified MESA students in NM. Winning HS and MS teams are chosen to compete at the national level against teams from other MESA states.	State	Competition - NM MESA USA	Program Coordinator	Program Coordinator
New Advisor Training	Fall meeting for new advisors or interested veteran advisors for training on becoming a good NM MESA advisor.	State	Advisor Meeting	Program Coordinator	Program Coordinator

Other programs	Non-school sponsored activities and programs in which MESA students participate and which further MESA's goals of personal and professional growth; leadership development and knowledge in the math, engineering and science disciplines. Examples include: Scouting and 4H. (Participation in these activities MUST be documented with the signature of the adult sponsor of the program using the A-5 form.)	School	Other Programs	Advisor	Advisor
Regional Advisor Meeting (RAM)	Meetings three times a year for Advisors. Planned by MESA staff to update on regional activities and prepare for the next months of MESA.	Region	Advisor Meeting	Regional Coordinator	Regional Coordinator
RoboRave Competition	The NM RoboRAVE International is an annual robot competition for MS and HS students that compete for cash, awards, trophies, banners and prizes with line-following robots.	State	Competition - Academic	Program Coordinator	Program Coordinator
RoboRave Workshops: MESA planned	Workshops held in NM MESA regions to help students and teachers prepare for RoboRave.	Region	Workshop/Speaker	Regional Coordinator	Regional Coordinator
RoboRave Workshops: RoboRave planned; School Specific	Workshops held in NM MESA regions to help students and teachers prepare for RoboRave.	School	Workshop/Speaker	Advisor	Advisor
School Sponsored Academic Activities	Examples include: Debate Club, Nat'l Honor Society, FAA, DECA, ROTC, Student Senate. (Participation in these activities MUST be documented with the signature of school sponsor.) <u>Does NOT include: sports, band, orchestra, cheerleading, etc.</u>	School	School Sponsored Academic Activities	Advisor	Advisor

School Workshop / Speaker	Special events planned for MESA students in which they learn specific skills and/or have the opportunity to hear a presentation by an invited speaker on a topic in alignment with MESA goals	School	Workshop/Speaker	Advisor	Advisor
Service Learning	An activity planned by advisors in which students volunteer time and effort in projects benefiting their school or their community. Must be a school approved activity. (Previous title was "Giveback".)	School	Service Learning	Advisor	Advisor
SIFT	Senior Incentive Field Trip for selected graduating seniors. Past trips have gone to NASA in Florida and NASA Houston.	State	Senior Incentive Field Trip	Program Coordinator	Program Coordinator
Summer Enrichment: <b>High School</b>	MESA sponsored enriched math, science, and technology classes offered at MESA schools during the summer.	This is not an activity--DO NOT CREATE. Regional Coordinators will give credit to students from the information on their senior transcripts.			
Summer Enrichment: <b>Middle School</b>	MESA sponsored enriched math, science, and technology classes offered at MESA schools during the summer.	School	School Sponsored Academic Activities	Central NM MESA office	Central NM MESA office
Tutoring	Academic tutoring sessions (1 hr.) during which MESA students either receive help or provide tutoring to other students. Does NOT include paid tutoring.	School	Tutoring	Advisor	Advisor
Winter Regional Design	An annual academic competition open to all qualified MESA students within the region. Used as a pre-qualifying competition for MESA Day.	Region	Competition - Regional Design	Regional Coordinator	Regional Coordinator