

Student Support Services-  
Teacher Prep  
Texas A&M University-Corpus  
Christi  
Student Handbook

**Welcome!**

**Welcome to Student Support Services-Teacher Prep (SSS-TP)!**

Whether you are beginning your academic career at TAMUCC, or getting ready to graduate, SSS-TP offers many services to everyone. As a participant, you will have the opportunity to learn about college preparation, the process of becoming an educator, life lessons, values, and make new friends. We encourage you to engage fully in the program.

This handbook has been compiled to provide each participant with the relevant information to ensure a successful tenure while in SSS-TP and at TAMUCC. Within this document, you will find information on what the program provides, expectations from students, hours of operation, and general information related to this program and TAMUCC.

If you have any questions, please do not hesitate to seek out a staff member or student worker. Our goal on this campus is to ensure that you have everything you need to succeed and become a teacher. If you find that you are in need of a service or item that the program does not provide, please speak to a full-time staff member, and we will find a way to get you what you need to be successful.

We wish you a happy education, and we hope to see you around often!

## Programs for Academic Student Support (PASS)

SSS-Teacher Prep is part of an overarching program on campus called PASS. PASS is comprised of eight federally funded United States Department of Education (DOE) and one state-funded academic support programs: Student Support Services (SSS), SSS-STEM, SSS Teacher Prep, Upward Bound Central Program (UBCP), Upward Bound North Program (UBNP), McNair Scholars Program, First In The World (FITW), Project GRAD, and GO Centers. DOE and the State of Texas provide combined yearly funding to PASS of \$3,011,750 to increase student retention and graduation rates through the following grants: SSS – P042A101122, SSS-STEM – P042A151453, SSS Teacher Prep – P042A151328, UBCP-P047A170169, UBNP-P047A170168, McNair – P217A120159, FITW – P116F140206, AND Project GRAD – P031S150027, AND THECB Work-Study Student Mentorship Program.



## **SSS-Teacher Prep Hours of Service and Contact Information**

### **Hours of Operation**

Offices and Computer Labs (ECDC 211A, 211B, and 212)  
Monday-Friday 8:00AM-5:00PM

Study Lab (ECDC 154)  
Monday-Friday 8:00AM-9:00PM

Private Study Room (ECDC 141)  
By appointment only

SSS-Teacher Prep is closed on all holidays that TAMUCC is closed, including parts of spring break, fall break, and winter break. Please see a staff member for specific dates and details.

### **Contact Information**

Student Support Services-Teacher Prep  
Texas A&M University-Corpus Christi  
6300 Ocean Dr. Unit 5794  
Corpus Christ, TX 78412

Christopher Wren, Director  
ECDC 211A (361)825-4571  
Christopher.wren@tamucc.edu

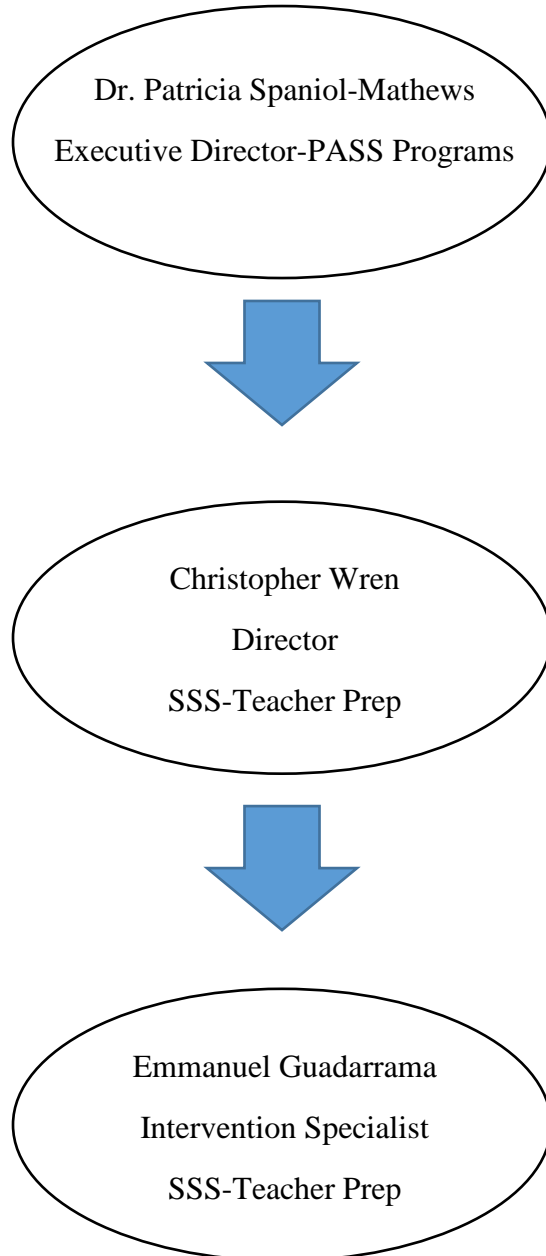
Emmanuel (Manny) Guadarrama, Intervention Specialist  
ECDC 212 (361)825-4577  
Emmanuel.guadarrama@tamucc.edu

Dora Garza, Business Coordinator  
GSSC 151D (361)825-4285  
Dora.garza@tamucc.edu

Computer Lab  
ECDC 211B (361)825-4574

Study Lab  
ECDC 154 (361)825-3860

## SSS-Teacher Prep Chain of Command



## History of TRIO

Student Support Services is a federally-funded TRIO Program. TRIO is a collection of educational opportunity programs funded by the United States Department of Education. In 1965, Congress began creating a series of programs to help Americans overcome class and social barriers to higher education. These services, geared towards low-income and first generation students, were called Special Programs for Students from Disadvantaged Backgrounds. Today they are known as the Federal TRIO Programs. Congress initially authorized most of the programs in the Higher Education Act of 1965 and subsequent amendments. Do You Know TRIO? A TRIO History Fact Sheet, [www.trioprograms/clearinghouse](http://www.trioprograms/clearinghouse). The Texas A&M University-Corpus Christi SSS-Teacher Prep program is a 100% federally funded TRIO Program sponsored by the US Department of Education. Our SSS program services 140 eligible students annually. There are several TRIO programs funded through the United States Department of Education. They include:

**Upward Bound** - a program that assists low-income, potential first-generation high school students in preparing for college.

**Upward Bound Math/Science**- a program that prepares high school students for programs in college that lead to careers in math and science.

**Talent Search** - a program that provides information to students in grades 6-12 about college preparation.

**Student Support Services** - a program that helps low income, first generation and students with disabilities graduate from college.

**Educational Opportunity Centers** - a program that provides school re-entry assistance to students who have dropped out.

**Veterans Upward Bound**- a program that helps veterans make the transition to post-secondary education.

**McNair Scholars** - a program assisting college students planning to attend graduate school.

## **General Information**

### **Mission Statement**

The Student Support Services program is a federally funded TRIO program through the United States Department of Education and is committed to identifying, attracting, and graduating students, especially those from low-income and first generation groups who have been historically underrepresented in Texas higher education. The emphasis is to provide a special environment in which students can come for assistance in meeting their academic, personal, career, cultural awareness, and social needs.

### **Commitment**

The Student Support Services program is committed to servicing all persons seeking academic support, and we encourage applications from students of diverse backgrounds. No distinction is made upon the basis of race, color, disability, religion, age, gender, sexual orientation, marital status, or life circumstance.

### **Criteria for Eligibility**

To be accepted for the TRIO program, you must be a United States citizen or permanent resident, and have a high school diploma or (GED) General Equivalency Diploma. You must also meet one of the following criteria:

1. Be a first-generation college student (neither parent has a bachelor's degree) and/or
2. Meet income guidelines (determined each year by the U.S. DOE) and/or
3. Have a diagnosed disability and be registered through TAMUCC disability services and
4. Have an academic need

At least sixty-seven percent (67%) of students must be both first-generation AND meet income guidelines OR be a student with a disability. At least thirty-three percent (33%) of the students with disabilities must also meet the income guidelines. All students in SSS must be United States citizens or permanent residents. To document first-generation status, students will be asked about their parents' educational attainment on their application.

### **Workshops**

Students are expected to attend no less than two workshops per semester. These workshops will be sponsored or approved by SSS-Teacher Prep. If you cannot meet this requirement, please discuss it with a full-time staff member.

### **Lending Library**

Participants in good standing are allowed to check out various items from the SSS-Teacher Prep lending library. These items include: laptop computers, Microsoft Surface Pro tablets, and scientific calculators.

## Participant Expectations

As a member of SSS-Teacher Prep, there are certain expectations that we have for each student. By fulfilling these expectations, you will remain in good standing in the program, and will become a better, more rounded student.

### SSS-Teacher Prep Student Expectations

- Strive for 100% class attendance and class completion.
  - This means doing your best to make it to every scheduled class meeting, as well as completing all homework, quizzes, tests, readings, and other assigned materials. It also means you will do everything in your control to ensure that you pass the course.
- Notify my class professors of any planned absences, and to make up all missed assignments as soon as possible.
  - This means that as soon as you know that you will not be in an upcoming class, you let your professor know, you will ask a classmate for notes (and not the professor), and will make up all work that you may have missed in your absence.
- I agree to meet with a SSS-TP staff member no less than three (3) times each semester.
  - In order to stay in good standing with SSS-Teacher Prep, you must meet with a full time staff member during each month that you are enrolled in courses. Months that you do not have to meet are August, December, January, and May.
- Notify SSS-TP staff and/or academic coaches at least 24 hours in advance, or as soon as possible, if I must miss or reschedule an appointment.
  - Please be respectful of staff and student worker time. We are here to help you in any way that we can, but if you no-show, we worry, and do not know if you are serious about getting help.
- Attend no less than two (2) SSS-TP sponsored or approved workshops/cultural events each semester.
  - To stay in good standing in the program, you must attend at least two workshops per semester. SSS-Teacher Prep sponsors many workshops throughout the semester. In addition, we team up with other programs and departments from campus to provide professional and appropriate topics, which will serve to make you a better student, and more rounded individual.
- If I cannot attend two (2) SSS-TP sponsored or approved workshops each semester, I will notify SSS-TP staff in a timely manner.
  - We want to ensure that all eligible students remain in good standing within the program. IF you cannot attend the required two workshops, please let a staff member know and we will work with you to ensure that you meet this requirement.
- Notify SSS-TP prior to withdrawing from or dropping a class.
  - In order to graduate on time, and not take on undue financial burden, please consult a staff member prior to withdrawing from or dropping a class. There may be other of which you are not aware.



- Complete my Free Application for Federal Student Aid (FAFSA) each year.
  - Regardless of your financial situation, you must complete the FAFSA each year to be eligible for our program. There is the possibility of finding money through scholarships and grants, and your income level is an important part of our decision to allow you admittance into the program.
- Inform SSS-TP of any changes to my physical and/or email addresses, as well as phone numbers.
  - It is important that we have your most up to date contact information for our records, so please inform of us of any changes as soon as possible.
- Participate in any surveys that SSS-TP asks of me.
  - We take your opinions and thoughts seriously. Please take a few minutes to fill out any surveys we send so that we can best serve you.
- Be honest and conscientious with SSS-TP staff and student workers.
  - We are here to help you, and if we do not know all the details, or you are less than honest with us, we will not be able to help you.
- Not to abuse the resources, computers, and labs that SSS-TP provides for my academic wellbeing.
  - Please be respectful of all resources SSS-Teacher Provides to you, including being aware of how much you print (print two-sided when possible), not wasting craft supplies, returning checked out items in like condition, etc.
- If I have any questions or issues regarding SSS-TP, I agree to come directly to a staff member.

## Services

SSS-Teacher Prep offers a variety of services to enrolled participants. Some of these services are available to every member of the program, and some are reserved for those members in good standing.

- THEA, TExES, and PPR exam prep
  - SSS-TP can help you prepare for all of your upcoming tests and exams through academic coaching as well as resources such as books and study guides, and through our Blackboard module.
- Academic Coaching
  - SSS-Teacher Prep employs coaches in various subjects to help you with your academic and testing needs. The coach is there to help you better understand how to prepare and study, as well as offer tips on study techniques and goal setting. Coaches have set hours, and can meet on a walk-in basis, though it is better to ensure their availability by scheduling an appointment with them ahead of time.
- Academic Advising
  - SSS-Teacher Prep can help answer questions and begin to help you prepare your schedule for upcoming semesters. This service does not replace seeing your assigned academic advisor, but is supplemental and will make your meeting with your advisor much easier and smoother.
- Access to Teacher Prep Computer and Study Labs
  - The computer and study labs are available to all SSS-Teacher Prep participants, as is free printing. In addition, a private study lab can be reserved. Please see a staff member for more details. The computer lab is used strictly for writing and printing. The study lab is used for coach meetings, studying, and projects.
- Career Counseling and Exploration
  - SSS-Teacher Prep will help you as you move from student to teacher. We provide help with resumes, mock interviews, and help locating an appropriate school.
- Cultural/Educational Enrichment Opportunities
  - SSS-Teacher Prep offers students the chance to participate in activities which will help the student grow. These activities can include plays, concerts, motivational/educational speakers, as well as local and regional field trips. The program will pay all expenses associated with the activity except souvenirs.
- Financial and Economic Literacy
  - SSS-Teacher Prep helps students learn about, and stay aware of their finances through free literature, workshops, and speakers. The program helps students better understand student loans, home loans, and vehicle loans, as well as helping set up budgets and developing health spending habits.
- Financial Aid/FAFSA Assistance
  - SSS-Teacher Prep aids students in completing the FAFSA, and answering any questions the student may have. In addition, the program helps students find

money through scholarships, grants, and loans so they can continue their education

- Graduate School Admissions Information
  - If a student is interested in continuing their education in graduate school, SSS-Teacher Prep can help the student find the right program and institution. In addition, the program will help navigate the admissions process, and proofread any essays or personal statements
- Referrals to Campus and Community Resources
  - If a student needs services not provided by SSS-Teacher Prep, program staff will endeavor to find the appropriate services on campus or in the community.
- Grant Aid
  - SSS-Teacher Prep has limited Grant Aid, which is distributed to students who meet the criteria to receive it. Grant Aid is reserved first for students who are freshmen or sophomores, have filled out FAFSA, qualify for and receive the Federal Pell Grant, and have a demonstrated financial need. If money is still available, juniors and seniors may be considered for grant aid as well.
- Scholarship Information
  - SSS-Teacher Prep provides information about scholarships to all interested students. The program tries to focus on scholarships that are applicable to future teachers in Texas. We also provide information on institutional scholarships.