**AEW, what is it?**

Academic Excellence Workshop (AEW) is designed to supplement the instruction of a particular class. AEW mission is to enhance the student knowledge of the course, encourage the students to work in groups, and increase the student self-confidence.

The description of the above three statements are as follow:

1. **Student Knowledge Enhancement**: The AEW facilitator should encourage the student to read the math/science material and class notes. During that time the facilitator should make sure the student understand what was being read by attacking some problems from the section. The AEW facilitator should have materials prepared, such sample problems, and hand outs for students to work on.

2. **Facilitator should divide the AEW class into groups to work on the assigned problem.** This effort is to demonstrate that group study is a better way of higher learning.

3. **Increase student self-confidence**: the AEW facilitator should help the student to build more self-confidence. This is usually done by supporting the student effort of working the assigned problems and encourages the student to work out and explain the problem on the blackboard.
**Who do we facilitate?**

Although AEW are designed for MESA students, we allow others to participate to create a better diversity between the student and a better study atmosphere. However, the facilitator should recognize the MESA student and report to the MESA director of their progress.

**When do we start?**

Facilitator should start the AEW as soon as the schedule is made up and finding the rooms to conduct the AEW. Facilitator should start the AEW when the facilitator is prepared to answer questions.

**How do we start?**

After the MESA staff finds rooms for the schedule AEW hours, the facilitator should make contact with the course instructors to inform them with the schedules and rooms. Furthermore, the facilitator should obtain a syllabus for each class and arrange a special way of contact, via e-mail, telephone, or by visiting their offices. During the first hour the facilitator should have handouts (Syllabus) to explain how the AEW shell work and what to expect of the student. First day of the AEW, the facilitator should briefly explain the process of the AEW and start with the component of the AEW.
AEW Operation

There are steps every facilitator should follow. However, changes could be made to accommodate the AEW class.

The facilitator role outside the class:

1. Report and check with the MESA Director weekly
2. Report and check with the course instructor at least once a week
3. Meet with the student in the AEW session at least twice a week
4. MESA Director will stay in contact with faculty for any feedback
The facilitator role inside the class:

Facilitator

- Read what you have learned in the lecture
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions

- Get ready for the upcoming lecture
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions

- Sample Problems

- Homework assignment

- Group Work

- Student on the blackboard to work problem

- Solution
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions
  - 1/3 of the time stops and asks for questions
The AEW is designed into three major components:

1. **Read what you have learned in the lecture (Approx. 5-10 minutes):** The facilitator should allow the student to read the course material that they have covered last. However, during this time the facilitator should ensure the student understanding of the material by halting after every 1/3 of this component time to go over some definition or solve some problems.

2. **Sample Problems & Homework assignment (Approx. 25-35 minutes):** The facilitator should have a sample problems or questions from the instructor(s) to go over during this time. The facilitator should emphasize group work and have student work the problems on the board.

3. **Get ready for the upcoming lecture (Approx. 5-10 minutes):** The facilitator should allow the student to read the course material that they are going to cover during the next class meeting. However, during this time the facilitator should ensure the student understanding of the material by halting after every 1/3 of this component time to go over some definition or solve some problems.

However, the facilitator should be aware of any upcoming test and let the students be aware of it. Furthermore, the facilitator should dedicate the AEW session to prepare the student for the upcoming test. This is done by a sample test prepared by the facilitator. Advisable, the facilitator should give a copy of the sample test to the class instructor(s).

**Rules of Thumps:**

- Prepare yourself before starting the AEW session. Read the chapter
- Prepare yourself before meeting the student by having questions to ask
- Role has to be taken every session see below
- Take control of the AEW session
- You are in charge
- Ask the student disturbing the class to leave nicely

**DO NOT TAKE LONG TIME WORKING ON ONE PROBLEM**
- Refer to the instructor’s instruction when you conduct the class
- Advise the student to use the MESA Study Center or another tutorial resource to answer just questions that are not involved with your conducting of session
- Share some MESA information with the student to raise in MESA
- Have fun with the class
- Ask the MESA Director to sign your time card for every session