



# Summer 2024 Application

Dear STEP Applicant/Parent,

We are delighted that you are inquiring about Science and Technology Entry Program (STEP) at New York City College of Technology for Summer 2024.

All Summer 2024 classes will be held **IN-PERSON**. **ALL Classes are FREE!**

## **Benefits of STEP Scholarship program**

- **Students who successfully complete the SUMMER 2024 program will receive a scholarship up to \$400**
- **FREE MetroCard (2 months/July and August)**
- **FREE Textbooks and school supplies**
- **FREE STEM & Academic workshops**
- **Prepares students for success in junior and high school and college readiness**
- **Tuition FREE DNA Bio workshop upon request, Facilitated by Coldspring Harbor Laboratory**
- **Snacks/refreshment will be provided during the break (11:30am to 12pm)**

## **IMPORTANT NOTIFICATION:**

- 1. We will continue to use Google Classroom for in-person classes.** ALL class assignments, reviews, class resources, quizzes & assessments and final grades will be posted in **Google Classroom**.
- 2. Completed applications with copy of current school transcript and/or report card submitted on or before the deadline (6/28) will be considered on a first come, first served basis; late applications will be processed in accord to space availability. Incomplete applications will automatically be placed in our pending list.**
- 3. ALL APPLICATION FORMS MUST BE SUBMITTED VIA EMAIL! to [MHernandez@citytech.cuny.edu](mailto:MHernandez@citytech.cuny.edu) (NO in person, NO mail and NO Fax will be accepted)**
- 4. ALL CONSENT FORMS WILL REQUIRED SIGNATURES, ELECTRONIC SIGNATURE OR INITIALS.**
- 5. Once admission decisions are made you will be notified by EMAIL.** Please make sure that the emails provided are active and that are emails you check on a daily basis. Parents should include their email on the application if they want to receive ongoing information from STEP.
- 5. Please be advised that STEP program classes are NON-credit classes.**
- 6. Student & Parent Zoom Orientation: Tuesday, July 2, 2024 (from 6:00pm- 7:30pm)**

Alana Kim/ Director of STEP Program





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300 JAY STREET, M-309  
BROOKLYN, NY 11201

Semester: SUMMER 2024

**STEP Program Eligibility**

Based on NYSED mandated criteria, eligible applicants will:

- **Be a middle or high school student in grades incoming 7-12**
- **Be a resident of New York State at least 12 months (2 semesters)**
- **Submit a completed application (each and/or every semester) with the most updated report card or a transcript**
- **Good record of attendance**
- **No record of behavior matters**
- **Identify as African American, Latino, Native American Indians or Alaskan Natives, OR meets state-determined economic criteria below:**

\*A student is considered economically disadvantaged if the:

- Student’s household income is less than or equal to the income levels indicated below.

New York State Opportunity Programs  
Income Eligibility Criteria  
2024–2025

Persons in Family/Household Number	2024–2025
1	\$26,973
2	\$36,482
3	\$45,991
4	\$55,500
5	\$65,009
6	\$74,518
7	\$84,027
8	\$93,536
For 2024-25, add \$9,953 for each additional family member in excess of 8.	

- If applying under economic criteria, please provide 2021 or 2022 **1040 income tax forms** (first & Second page **only**)

The grant award requires that New York City College of Technology abide by New York State Education Departments’ eligibility criteria. Please visit their website at: [Science and Technology Entry Program \(STEP\) | New York State Education Department \(nysed.gov\)](https://www.nysed.gov/science-and-technology-entry-program-step)



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**Middle School Workshop Classes- 4 Weeks IN PERSON:**

**Incoming GRADES 7<sup>th</sup>- 8<sup>th</sup>**

**Dates: July 8, 2024- August 1, 2024 (Monday through Thursday)**

**The application must be submitted by 06/28/2024**

<b>Time:</b>	<b><u>Class-</u> All classes are <u>IN-PERSON</u></b>
9:30am-11:00am- Class 1 (AM)	<input type="checkbox"/> English Language Arts- Critical Thinking & Writing (PM)
11:00am- 11:30am- BREAK	<input type="checkbox"/> Pre-Algebra/ Algebra I Prep (AM)
11:30am- 1:00pm- Class 2 (PM)	<input type="checkbox"/> Computer Programming Certification Prep (Python & Java) (AM)
*Select ONE (1) to TWO (2) classes. <u>If TWO (2) classes are selected, make sure it is one AM and one PM.</u>	<input type="checkbox"/> Computer Programming Certification Prep (Python & Java) (PM)
	<input type="checkbox"/> Video Game Design- Level 1 (PM) <b>ends at 2:00pm</b> <i>*Beginners Level*</i>
	<input type="checkbox"/> Introduction to 3D Printing Tech (PM) <b>ends at 2:00pm</b>

<b><u>Time:</u></b>	<b><u>IN PERSON Robotics Workshop: GRADES 7<sup>th</sup>- 8<sup>th</sup></u></b>
From: 9:30am- 1:30pm (Lunch will be provided)	<input type="checkbox"/> <b>Workshop Dates: July 8– August 1, 2024 (4 weeks)</b> <b>(Monday through Thursday) *IN-PERSON</b>

**\*email completed applications and report card/ or transcript to:  
Mr. Marvin Hernandez, [MHernandez@citytech.cuny.edu](mailto:MHernandez@citytech.cuny.edu)**



**High School Workshop Classes- 4 Weeks IN PERSON:**

**Incoming GRADES 9<sup>th</sup>- 12<sup>th</sup>**

**Dates: July 8, 2024- August 1, 2024 (Monday through Thursday)**

**The application must be submitted by 06/28/2024**

<b>Time:</b>	<b>Class- All classes are IN-PERSON</b>
<p>9:30am-11:00am- Class 1 (AM)</p> <p>11:00am- 11:30am- BREAK</p> <p>11:30am- 1:00pm- Class 2 (PM)</p> <p><b>*Select ONE (1) to TWO (2) classes. If TWO (2) classes are selected, make sure it is one AM and one PM.</b></p>	<p><input type="checkbox"/> Pre-Algebra/ Algebra I (AM)</p> <p><input type="checkbox"/> Algebra II &amp; Trigonometry (PM)</p> <p><input type="checkbox"/> English Language Arts (ELA High School) (AM)</p> <p><input type="checkbox"/> Computer Programming Certification Prep (Python &amp; Java) (AM)</p> <p><input type="checkbox"/> Computer Programming Certification Prep (Python &amp; Java) (PM)</p> <p><input type="checkbox"/> Video Game Design- Level 1 (PM) (ends at 2:00pm) <b>*Beginners Level*</b></p> <p><input type="checkbox"/> Introduction to 3D Printing Tech (PM) (ends at 2:00pm)</p>

<b>Time:</b>	<b>IN PERSON Headaches &amp; Arts, Facilitated by the Department of Neurology at NYU Langone Medical Center (Incoming 9<sup>th</sup>- 12<sup>th</sup>)</b>
<p>From: 9:30am- 11:00am</p>	<p><input type="checkbox"/> Workshop Dates: July 15, 2024- August 1, 2024 *3 weeks (Monday through Thursday ONLY) *IN-PERSON</p>

<b>Time:</b>	<b>IN PERSON Robotics Workshop: GRADES 9<sup>th</sup>- 12<sup>th</sup></b>
<p>From: 9:30am- 1:30pm (Lunch will be provided)</p>	<p><input type="checkbox"/> Workshop Dates: July 8- August 1, 2024 (4 weeks) (Monday through Thursday) *IN-PERSON</p>



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**STUDENT INFORMATION**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M. I. \_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT NO. \_\_\_\_

CITY/BOROUGH \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_

**STUDENT E-MAIL ADDRESS (PLEASE PRINT CLEARLY): GMAIL ONLY**

\_\_\_\_\_ @gmail.com **DATE OF BIRTH** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ETHNICITY (HIGHLIGHT YELLOW):** AFRICAN AMERICAN LATINO/HISPANIC  
NATIVE AMERICAN ASIAN WHITE ALASKAN WHITE (NON-HISPANIC)

**GENDER (HIGHLIGHT YELLOW):** MALE FEMALE

ELIGIBLE FOR FREE/REDUCED LUNCH? (**HIGHLIGHT YELLOW**): YES NO

ENTERANCE TO THE BTG/STEP PROGRAM (**MONTH/YEAR**): \_\_\_\_\_

**OSIS #:** \_\_\_\_\_ **Grade in Fall 2024 (7-12):** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Guidance Counselor Name:** \_\_\_\_\_

**Guidance Counselor Phone Number:** \_\_\_\_\_

**Guidance Counselor Email Address:** \_\_\_\_\_

**MEDICAL INFORMATION:** If you have any medical condition such as allergies and/or asthma, please state below:

**PARENT INFORMATION**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ M. I. \_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_

HOME PHONE (\_\_\_\_) \_\_\_\_\_ CELL PHONE (\_\_\_\_) \_\_\_\_\_

**PARENT E-MAIL ADDRESS (PLEASE PRINT CLEARLY):** \_\_\_\_\_

IN CASE OF EMERGENCY, PLEASE CONTACT (**OTHER THAN PARENT**): \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_ RELATIONSHIP TO STUDENT: \_\_\_\_\_



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**STUDENT AGREEMENT**

I, \_\_\_\_\_ (full name), agree to participate in Collaborative Programs Science and Technology Entry Program (STEP) at New York City College of Technology. I understand that as a participant I will attend all scheduled events and continue to demonstrate an attitude that reflects a serious commitment to the program. Students who are tardy or absent more than two times, exhibit inappropriate behavior and/or do not adhere to the guidelines of the program will be dismissed.

I understand that my signature on this document constitutes an agreement between me, my parent-guardian, and STEP Program Academy.

**SIGNATURE or INITIAL OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT/GUARDIAN NOTIFICATION AND CONSENT**

I am aware that my child, \_\_\_\_\_, is participating in the Collaborative Programs Science and Technology Entry Program (STEP) at New York City College of Technology, located at 300 Jay Street, Brooklyn, New York. If my child does not show up to scheduled activities, I understand that the student will be removed from the program on the third offense. This form grants permission for local trips within the college.

I hereby give permission for New York City College of Technology Collaborative Programs to release any and all grade reports, transcripts, educational records, and other pertinent information concerning my child to the New York City/State Education Department. I understand that the New York City/State Education Department requires that all STEP Programs collect and keep this information on record. I understand that all information will only be shared with New York State Education Department, partner schools, and colleges. To help increase awareness of the New York City College of Technology Bridging the Gap STEP Program for other city students, I give permission for New York City College of Technology and The City University of New York (CUNY) to use my child's image or photograph.

**PRINTED NAME OF PARENT/GUARDIAN** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE or INITIAL OF PARENT/GUARDIAN** \_\_\_\_\_ **HOME TELEPHONE** \_\_\_\_\_

**BTG ACADEMIC POLICY NOTIFICATION (Please check the last page)**

Student and parent/legal guardians are responsible for knowing and obeying the program rules, as well as local, state and federal laws. Any student who violates program rules will be subject to disciplinary action. The violation will be discussed with New York City College of Technology's Provost and Vice President for Academic Affairs, as well as the Student's school principal and guidance counselor. A decision will be made within two weeks of the occurring incident. Once a decision has been made, the parent/guardian and student will be notified. The student will be suspended from the program until a decision has been made.

**SIGNATURE or INITIAL OF STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE or INITIAL OF PARENT/GUARDIAN** \_\_\_\_\_ **HOME TELEPHONE** \_\_\_\_\_

**COLLEGE STEP PROGRAM INFORMATION FOR 11<sup>TH</sup> & 12<sup>TH</sup> GRADE ONLY**

I give permission for Collaborative Precollege Programs funded by NYSED STEP Program to share information with a designated College on behalf of the New York State Education Department to provide student information to all of the colleges and universities in the State of New York that administer a Collegiate Science and Technology Entry Program (CSTEP) Project. (Note: students will receive CSTEP and admissions/financial aid information from the institutions, if this section is completed.)

X \_\_\_\_\_ **SIGNATURE or INITIAL OF PARENT** \_\_\_\_\_ **DATE** \_\_\_\_\_



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## **Class Descriptions:**

**ELA-Critical Thinking and Writing (Middle School):** In the course, we will focus on reading with understanding. To practice reading and to build reading comprehension skills, you will be expected to: annotate all assigned readings, look up and write the definitions of words you don't understand, respond to readings in your own words through take-home quizzes and writing prompts, and discuss readings with the class during our virtual class meetings. For each poem, short story, or essay assigned for class, you also will need to write down and share at least one question you have about the day's reading.

**Algebra II and Trigonometry:** In this in-person Algebra/Trigonometry course, it is divided into several lessons: Complex numbers, exponential and logarithmic functions, conic sections, higher degree polynomial functions, and trigonometry. This course focuses on math concepts, common core goals, and test taking skills. Students would be using "Delta Math" that provide correct answer feedback.

**Pre-Algebra/Algebra Prep:** The Math Advantage Prep course will review the fundamentals of mathematics. The fundamentals include the basic operations of arithmetic on whole numbers, fractions and decimals. These operations will be used in dealing with ratio, proportions, percent, simple geometry and algebra. As students demonstrate understanding of these basic concepts, they will progress into higher-level topics such as the use of variables; properties of numbers and of equality; solving equations and inequalities; problem solving. The Math Advantage Prep course will follow the Common Core State Standards, as well as the mathematical practices which are designed for students to achieve success in the major topics that Pre-Algebra covers.

**English Language Arts (ELA- High School):** In the course, we will focus on reading with understanding and writing with detail. To build reading skills, you will be expected to: annotate all assigned readings, look up and write the definitions of words you don't understand, respond to readings in your own words through take-home quizzes and writing prompts, and discuss readings with the class during our virtual class meetings. For each poem, short story, or essay assigned for class, you also will need to share at least one question you have about the day's reading. To practice writing with detail and build writing skills you will: create thesis statements, cite supporting quotations from the text as evidence for your thesis/point/argument, and then write with detail in your own words to connect the quotes you have cited with the thesis/point/argument you are trying to prove.

**Robotics:** In this course, students will learn how to conduct research using industrial design, including robotics and simulation to design and construct a robot. Learning technical research skills and how to write a research paper are skills essential for success in college. Getting an early start in STEM fields, Math, Science and research will give students an academic advantage. Conducting their research in conjunction with robotics gives a meaningful context for students to acquire these skills.

**Computer Programming Certification Prep (Python and Java):** This course provides an introduction to Python and Java programming. Students are introduced to core programming concepts like data structures, conditionals, loops, variables, and functions. This course includes an overview of the various tools available for writing and running Python and Java programming. It also provides hands-on coding exercises using commonly used data structures, writing custom functions, and reading and writing to files. At the end of this course you will be provided with a Python and Java certifications once the exam is completed.

**Video Game Design:** It provides students with the opportunity to design, program, and create fully functional video games. The course will introduce basic programming and design skills that are essential to developing a video game. Topics covered are math, physics, level design, and computer programming. This course will instruct students on how to use problem solving in real world situations. Students will also learn the basics of programming structure and the software development life cycle.

**Headache & Arts Workshop, Facilitated by the Department of Neurology at NYU Langone Health:** This course is a Brain-Arts Program called "Headache and Arts", this special BTG workshop will be conducted in collaboration with the Department of Neurology at NYU Langone Health. This workshop gives students an opportunity to learn about neuroanatomy, vision, perception, migraine and concussion symptoms, and some hands-on art practice. The goal of the workshop is to increase public awareness of migraine and concussions, and empower students to share what they've learned with their families and communities.

**Introduction to 3D Printing Technology:** This 4-week workshop aims to introduce students to the fundamentals of 3D printing technology. Our goal is for students to be understanding 3D printing basics, its applications, hands-on 3D modeling and its potential impact on various industries.



## **RESPONSIBILITIES AND PROGRAM REGULATIONS**

1. Students **must** report to all scheduled classes on time and remain in class until dismissal.
2. **Loitering** in hallways and staircases is strictly prohibited.
3. Students **must** present written permission in order to leave campus early or, a parent/guardian may contact the office to grant early leave permission.
4. **Absences** from class **must** be documented, such as; doctor's note, attending a college fair or to attend a school related activity.
5. Student, Parent or Guardian **must** formerly notify the Bridging the Gap/STEP Office of either their withdrawal or intent to withdraw from the program in the form of a letter or email.
6. **Important: Tardiness & Absence rule:** One (1) unexcused absence and One (1) excused absence allowed. Two (2) unexcused lateness will be treated as one (1) absence.
7. **Important Cellphone Policy:** Cell phones and/or other portable, electronic (and non-electronic) games, toys, devices and equipment **must be turned off before entering class and remain off until class is dismissed.** Penalty for violation of this rule is expulsion.
8. **Important: Computer/Biology Labs Policy:** Food and drinks in the computer lab is strictly prohibited at all times.
9. **Fire Alarms, Sensors Policy:** Tampering with fire safety equipment, fire alarms or sensors presents a serious danger to all, is illegal (criminal prosecution may result) and expulsion from the program is guaranteed.
10. **Misconduct:** Any student found to have engaged in inappropriate sexual (physical, verbal, image or images) behavior, as determined by the Program Director and Coordinator, are subject to removal from the campus by campus security or NYC Police and will be expelled.
11. Classrooms **must** be cleared after lunch. Make sure to clean up after yourself.
12. Inappropriate language (cursing) is strictly prohibited.
13. It is advised that students **not** bring valuables or large amounts of cash to the campus.
14. Students should dress in a modest fashion.
  - **Male Students** are expected to remove all headwear: hats, headbands, bandannas, doo-rags and similar head gear entering the campus. Wearing of these items are strictly prohibited inside of the classroom.
  - **Female Students** are expected to wear appropriate attire. Revealing or excessively tight clothing, including halter-tops and miniskirts higher than six inches above the knee are prohibited.
15. **Important Drug Policy:** Student are hereby warned: any type of illegal drug or drugs (marijuana, alcohol, pills, etc.) are strictly prohibited. If a student is found to possess, exchange, purchase or otherwise violate this policy, they will be escorted off the campus by campus security or NYC Police. Expulsion is guaranteed and criminal prosecution may result.
16. **Disruptive Behavior:** verbal arguing, making threats, or any violence is strictly prohibited. Acts of coercion, instigation and/or bearing false witness (lying) is also strictly prohibited. Violation of this rule will result in immediate expulsion. Our official response to any violence is to contact campus security and/or NYC Police. Arrest and criminal charges may result.
17. Students and staff are not permitted to administer prescribed or over-the-counter medication to one another.
18. **Plagiarism**, which includes presenting someone else words or ideas, as if they are your own, without crediting the writer or the source; this also includes copying and pasting from the internet. **Accordingly, academic dishonesty is prohibited in The City University of New York and at NYC College of Technology and is punishable by penalties, including failing grades, suspension and expulsion.**
19. If the student is to **RE-APPLY** to another semester, the student **MUST** submit a new application and submit an updated report card/or school transcript.
20. **Failure to adhere to the program's or CUNY policies, rules and regulations can result in removal, expulsion and other penalties as the infraction merits.**

**The Office of Collaborative Precollege Programs staff reserves the right to add additional rules and regulations for any other inappropriate behavior that is deemed unacceptable for this program.**