



Fall 2022 Application

Dear BTG Applicant/Parent,

We are delighted that you are inquiring about Bridging the Gap programs' Science and Technology Entry Program (STEP) at New York City College of Technology for Fall 2022.

Fall 2022 classes will be held **IN-PERSON** and/or **ONLINE**.

ALL Classes are FREE!

IMPORTANT NOTIFICATION:

Per CUNY policy, all **IN-PERSON** classes will require ALL students to be **fully vaccinated by the day classes begin and MUST complete the daily DOE Health Screening to enter the college.**

Health Screening; <https://healthscreening.schools.nyc/>

We will continue to use Google Classroom for in-person and online classes. ALL class assignments, reviews, class resources, quizzes & assessments and final grades will be posted in **Google Classroom**. It is mandatory for all accepted applicants to register to google classroom when summer starts, using a **GMAIL account**. **If you do not have a Gmail account already, you will have to create a new Gmail account to register into Google classroom.**

Completed applications with copy of current school transcript and/or report card submitted on or before the deadline 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.**

ALL APPLICATION FORMS MUST BE SUBMITTED VIA EMAIL! (NO in person, NO mail and NO Fax will be accepted).

ALL CONSENT FORMS WILL REQUIRED SIGNATURES, ELECTRONIC SIGNATURE OR INITIALS.

Once admission decisions are made you will be notified by EMAIL. Parents should include their email on the application if they want to receive ongoing information from Bridging the Gap/STEP. **Please be advised that Bridging the Gap/STEP program classes are NON-credit classes.**

Alana Kim
Director of Bridging the Gap/ STEP Program





NEW YORK CITY
COLLEGE OF TECHNOLOGY
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, BROOKLYN, NY 11201-2983

OFFICE OF COLLABORATIVE PROGRAMS
300 JAY STREET, M-309
BROOKLYN, NY 11201

Semester: FALL 2022

Bridging the Gap/ STEP Program Eligibility

Based on NYSED mandated criteria, eligible applicants will:

- **Be a middle or high school student in grades incoming 7-12**
- **Submit a completed application (each and/or every semester) with the most updated report card or a transcript**
- **Total GPA: 70 and above**
- **Scores of 65 or above for each subject area (Math, English, Science, etc.)**
- **Good record of attendance (no more than 5 absent per semester)**
- **No record of behavior matters**
- **Be a resident of New York State at least 12 months (2 semesters)**
- **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
2022–2023

Persons in Family/Household	2022–2023
1	\$23,828
2	\$32,227
3	\$40,626
4	\$49,025
5	\$57,424
6	\$65,823
7	\$74,222
8	\$82,621
For 2022-23, add \$8,732 for each additional family member in excess of 8.	

- **If applying under economic criteria, please provide 2020 or 2021 1040 income tax form (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: <http://www.nysed.gov/postsecondary-services/higher-education-opportunity-program-heop>



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ONLINE PSAT & SAT Prep- Intensive Weekdays Program

Complete Application (all signed) and most RECENT Report card/or Transcript

EMAIL to:
Mr. Marvin Hernandez, Coordinator of BTG/STEP Program
MHernandez@citytech.cuny.edu

***Must select ONLY ONE (1) workshop per student**

<u>Time:</u>	<u>SEPTEMBER PSAT Prep</u> Workshop
From: 5:00pm- 6:30pm	<input type="checkbox"/> Workshop Dates: September 13- October 6, 2022 (4weeks/Tuesdays and Thursdays ONLY) * Online -Targeted Test Date: October 12, 2022 -The application must be submitted by 09/12/2022

<u>Time:</u>	<u>OCTOBER SAT Prep</u> Workshop
From: 5:00pm- 6:30pm	<input type="checkbox"/> Workshop Dates: October 11- November 3, 2022 (4weeks/Tuesdays and Thursdays ONLY) *Online -Targeted Test Date: November 5, 2022 -The application must be submitted by 10/08/2022



Middle School Workshop Classes- 9 Weeks Saturday:
GRADES 7th- 8th

Dates: October 15, 2022- December 17, 2022 (Saturdays ONLY)

In-Person students MUST be vaccinated

Time:	<u>Class</u> *Select ONE (1) to TWO (2) classes.
10:00am-11:30am- Class 1 (AM)	<input type="checkbox"/> English Language Arts- Critical Thinking & Writing (PM) *IN-PERSON
11:30am- 11:45am- BREAK	<input type="checkbox"/> Pre-Algebra/ Algebra I Prep (AM) *IN-PERSON
11:45am- 1:15pm- Class 2 (PM)	<input type="checkbox"/> Video Game Design (AM) *IN-PERSON
	<input type="checkbox"/> Video Game Design (PM) *IN-PERSON
	<input type="checkbox"/> Pre-Algebra/ Algebra I Prep (AM) *ONLINE
	<input type="checkbox"/> Web Development/Programming (AM) *ONLINE
	<input type="checkbox"/> Web Development/Programming (PM) *ONLINE

<u>Time:</u>	<u>IN PERSON Robotics Workshop: GRADES 7th- 8th</u>
From: 10:00am- 2:00pm (Lunch will be provided)	<input type="checkbox"/> Workshop Dates: October 15- December 17, 2022 (SATURDAYS <u>ONLY</u>) *IN-PERSON

Student & Parent Zoom Orientation: Wednesday, October 12 (from 6:00pm- 7:30pm)

The application must be Submitted by 10/10/2022



High School Workshop Classes- 9 Weeks Saturday:
GRADES 9th- 12th

Dates: October 15, 2022- December 17, 2022 (Saturdays ONLY)

In-Person students MUST be vaccinated

Time:	<u>Class</u> *Select ONE (1) to TWO (2) classes.
10:00am-11:30am- Class 1 (AM) 11:30am- 11:45am- BREAK 11:45am- 1:15pm- Class 2 (PM)	<input type="checkbox"/> Pre-Algebra/ Algebra I (AM) *ONLINE <input type="checkbox"/> Algebra II & Trigonometry (PM) *ONLINE <input type="checkbox"/> Pre-Algebra/ Algebra I (AM) *IN-PERSON <input type="checkbox"/> Algebra II & Trigonometry (PM) *IN-PERSON <input type="checkbox"/> ELA Prep (AM) *IN-PERSON <input type="checkbox"/> Video Game Design (AM) *IN-PERSON <input type="checkbox"/> Video Game Design (PM) *IN-PERSON <input type="checkbox"/> Web Development/Programming (AM) *ONLINE <input type="checkbox"/> Web Development/Programming (PM) *ONLINE <input type="checkbox"/> Introduction to College (AM) *ONLINE

<u>Time:</u>	<u>IN PERSON</u> Robotics Workshop: <u>GRADES 9th- 12th</u>
From: 10:00am- 2:00pm (Lunch will be provided)	<input type="checkbox"/> Workshop Dates: October 15- December 17, 2022 (SATURDAYS <u>ONLY</u>) *IN-PERSON



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Mandatory Student virtual/Zoom Seminars

ALL seminars are **MANDATORY** for **ALL** accepted students. Be advised that you will be **required** to attend **AT LEAST TWO (2)** seminars. All seminars will be conducted **live virtually through zoom**. After the seminar, student will be required to complete a **mandatory evaluation form**. Failing to do so, student will not be given credit for the seminar.

Seminars will be conducted on **Tuesdays (4:30pm- 6:00pm)** and/or **Saturdays (10:30am- 11:30am/ or 12:00pm- 1:30pm)**.

Zoom Seminar Schedule

7 Seminars:

- Tuesdays → 4:30pm- 6:00pm
OR
- Saturdays → 10:00am- 11:30am **or** 12:00pm- 1:30pm

***email completed applications and report card/ or transcript to:
Mr. Marvin Hernandez, MHernandez@citytech.cuny.edu**



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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 #: _____ **Current Grade:** _____

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 WITH 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 BTG-STEP PROGRAM INFORMATION FOR 11TH & 12TH 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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ONLINE LEARNING CONSENT FORM

PARENT/GUARDIAN’s permission for participation of student in Zoom Live/video classes and Google Classroom/meet.

I hereby consent to the Bridging the Gap/STEP program’s use and/or disclosure of information about my child through the program’s registration process and other manual and/or electronic procedures of the Bridging the Gap/STEP Fall 2022 program. I understand that my child is registering for a virtual course, and that the information collected is needed for both program registration and grade/progress reporting to New York State Education Department, New York City Department of Education, New York City College of Technology/CUNY, and to the Bridging the Gap/ STEP program.

This consent form covers all forms of distance learning classes, seminars, academic advisements, and events, including but not limited to live online (Zoom/or Google Meet) classes, video/ pre-recorded content from third party links, and web-based classes (Google Classroom). Your child’s image may be transmitted during video portions of distance learning and online courses.

I also understand that the following information is provided to the class instructors and/or staff of the Bridging the Gap/ STEP program and may include, but may not be limited to: student’s name, address, phone number, age, gender, school name, student’s grade level in school, student’s academic reports/transcripts, student and parent/guardian’s email address, student’s progress and/or grades in classes, and etc.

I give my child permission to access live/video classes, seminars and/or conferences (Zoom, Google Classroom/meet and/or other online formats/links/websites), either on a school device or a personal device, to communicate with instructors, a program success coach, and administrative staff.

Parent/Guardian Permission

I, _____, parent/guardian of _____,
Print parent/guardian name Print student’s name

give permission for him/her to take online classes at the Bridging the Gap/STEP Fall 2022 program at New York City College of Technology.

_____ SIGNATURE or INITIAL OF PARENT _____ Date

Bridging the Gap/ STEP program has taken this step and disseminated this Online Learning Consent Form in order to be in compliance with federal legislation for child protection, including The Family Educational Rights and Privacy Act (FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) and the Children’s Online Privacy Protection Act (COPPA <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>)



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 online three-week Algebra/Trigonometry course 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. Students would also have to attend to ZOOM class and Google Classroom virtually.

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.

Web Development/ Programming: This course is an intensive introduction to computer programming using the Java language. Through lectures and lab assignments, students will learn the fundamentals of the Java programming language including control structures and user-defined methods. Concepts of object-oriented-programming will be demonstrated through the introduction of class objects and class inheritance. Students also will learn to create simple Graphic User Interfaces and web applications. Some Java libraries will be introduced in developing application projects, for example, string manipulation classes. Emphasis in the course will be placed on the development, implementation, and execution of projects with an eye to industry standards.

SAT Math and English Prep (Only for rising 11th and 12th Grade): In this course, students will focus on the fundamentals skills and strategies to succeed on the SAT exam. Students will receive a course book in which the professor will use for the duration of the class. Students will take pre-exams to help best prepare for the SAT exam. Our goal will be focusing on how best to approach the test in order to get the highest score possible.

PSAT Math and English Prep (Only for rising 10th and 11th Grade): In this course, students will focus on the fundamentals skills and strategies to succeed on the PSAT exam. Students will receive a course book in which the professor will use for the duration of the class. Students will take pre-exams to help best prepare for the PSAT exam. Our goal will be focusing on how best to approach the test in order to get the highest score possible.

Introduction to College: "Preparing for College," What Parents, Guardians, and Students Need to Know": This workshop will cover many issues relating to the college process including: the credits and subject areas needed to graduate high school on time, the standardized examinations deadlines, specialized programs available-no cost, the admissions process, the college application process, scholarships, tuition, creating a portfolio, fee waivers, test preparation, the new SAT, ACT, essays, completing the FAFSA form, how to handle school related issues. Campus living, what to expect.

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.



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.