



Fall 2019 Application



Bridging the G@P
CityTech



NEW YORK CITY COLLEGE OF TECHNOLOGY

CITY TECH
WHERE CAN TECHNOLOGY TAKE YOU?



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 2019

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 2019.

Please complete and return the application by the **due date** listed below. Please be sure to include the **student and parent information attached with the most updated transcript or reportcard**. Admission is competitive and seats are **limited**. Participants must demonstrate academic potential, interest, commitment, high motivation for learning and continuing education. Furthermore, it is very important interested participants submit a **complete application** as early as possible. **Please be advised that Bridging the Gap classes are NON-credit classes.**

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.**

Once admission decisions are made you will be notified by email and/or phone. Parents should include their email on the application if they want to receive ongoing information from Collaborative Programs.

The following are some important dates to remember:

<u>BTG Fall 2019 Academic Classes Program:</u>
<u>Deadline</u> to submit applications: <u>Wednesday, September 25th, 2019</u>
New Student/Parent Orientation: <u>Saturday, October 5, 2019 @ 9:30am</u>
Program Starts: <u>Saturday, October 19, 2019</u> <u>Saturday, September 28, 2019 (SAT Prep ONLY)</u>
Program Ends: <u>Saturday, December 21, 2019</u> <u>Saturday, November 23, 2019 (SAT Prep ONLY)</u>
Program Time: 9:30am- 2:00pm (Academic Classes: English, Math, Web Development, Science) 12:00pm- 3:00pm (SAT Prep) 9:30am- 2:00pm (Robotics) 12:00pm- 2:30pm (Cyber Security)

Submit Applications To:

New York City College of Technology- Bridging the Gap Program/STEP Program
Attn: Alana Hyun Kim/ Director for Bridging the Gap Programs
Marvin Hernandez/ Coordinator for Bridging the Gap/STEP Program

- I. In person:**
250 Jay Street, M-208, Brooklyn, New York 11201
- II. By Email:**
Marvin Hernandez, Coordinator of BTG/STEP Program
Email: MHernandez@citytech.cuny.edu ; Phone: (718) 260-5207
- III. Fax:** (718) 260-5503

PLEASE DO NOT MAIL APPLICATION FORMS!!



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New York State Education Department Program Eligibility

Based on NYSED mandated criteria, eligible applicants will:

- Be a middle or high school student in grades 7-12
- Submit a completed application (each and/or every semester) with the most updated report card or a transcript (must be official copy)
- Total GPA: 70 and above
- Scores of 60 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 2019-2020

Persons in Family/Household	2019-2020 Eligible Income
1	\$22,459
2	\$30,451
3	\$38,443
4	\$46,435
5	\$54,427
6	\$62,419
7	\$70,411
8	\$78,403
Add \$7,992 for each family member in excess of 8*	

- If applying under economic criteria, please provide 2017 or 2018 1040 income tax form (first 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.highered.nysed.gov/kiap/step/documents/19-20incomecriteria.pdf>



Middle School Student Class Schedule:

Please select respective classes in “Option 1” **OR** Robotics in “Option 2”

Option 1:

GRADES (Incoming 7-8):

<u>Time:</u>	<u>Class</u>
	*Must select TWO (2) classes. Be advised that you will be enrolled to <u>both.</u>
9:30am-11:30am- Class 1	<input type="checkbox"/> English Language Arts- Critical Thinking & Writing
11:30am- 12:00pm- BREAK	<input type="checkbox"/> Math Advantage- Pre-Algebra/ Algebra Prep
12:00pm- 2:00pm- Class 2	<input type="checkbox"/> Web development/ Programming Fundamentals
(Snacks will be provided)	<input type="checkbox"/> Living Environment

<u>Time:</u>	<u>Class:</u>
12:00pm- 2:30pm	Cyber Security

Option 2: Please be advised that if Robotics is selected, student will **ONLY** be enrolled to Robotics.

<u>Time</u>	<u>Class</u>
9:30am- 2:00pm (Lunch will be provided)	Robotics



High School Student Class Schedule:

Please select one of the following options:

Option 1:

GRADES (Incoming 9-12):

<u>Time:</u>	<u>Class</u>
<p>9:30am-11:30am- Class 1</p> <p>11:30am- 12:00pm- BREAK</p> <p>12:00pm- 2:00pm- Class 2</p> <p>(Snacks will be provided)</p>	<p>*Must select TWO (2) classes. Be advised that you will be enrolled to both.</p> <p><input type="checkbox"/> Algebra I</p> <p><input type="checkbox"/> Geometry</p> <p><input type="checkbox"/> Algebra II & Trigonometry</p> <p><input type="checkbox"/> ELA Prep</p> <p><input type="checkbox"/> Web development/ Programming Fundamentals</p> <p><input type="checkbox"/> Living Environment</p>

<input type="checkbox"/>	<u>Time:</u>	<u>Class:</u>
	12:00pm- 2:30pm	Cyber Security

<input type="checkbox"/>	<u>Time:</u>	<u>Class</u>
	12:00pm- 3:00pm	SAT Math & English Prep. (incoming <u>11th & 12th Grade ONLY</u>)

Option 2: Please be advised that if Robotics is selected, student will **ONLY** be enrolled to Robotics.

<u>Time:</u>	<u>Class</u>
<p>9:30am- 2:00pm</p> <p>(Lunch will be provided)</p>	<p style="text-align: center;">Robotics</p>



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APPLICATION FOR FALL 2019 BTG/STEP PROGRAM

OSIS #: _____ Grade in Fall 2019: _____

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):

DATE OF BIRTH ____/____/____

ETHNICITY (PLEASE CIRCLE): AFRICAN AMERICAN LATINO/HISPANIC
NATIVE AMERICAN ASIAN WHITE ALASKAN WHITE (NON-HISPANIC)

GENDER (PLEASE CIRCLE): MALE FEMALE

ELIGIBLE FOR FREE/REDUCED LUNCH? (**CHECK ONE**): YES _____ NO _____

ARE YOU INTERESTED IN TUTORING? (**CHECK ONE**): YES _____ NO _____

YEAR OF ENTERANCE TO THE BTG/STEP PROGRAM: _____

PARENT INFORMATION

LAST NAME _____ FIRST NAME _____ M. I. _____

RELATIONSHIP WITH STUDENT: _____

SAME AS ADDRESS AS STUDENT (CIRCLE ONE) YES NO **(IF NO, PLEASE COMPLETE BELOW)**

STREET ADDRESS _____ APT NO. _____

CITY _____ STATE _____ ZIP CODE _____

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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SCHOOL INFORMATION (FOR FALL 2019)

SCHOOL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE (____) _____ WEBSITE: _____

PRINCIPAL: _____

DOES YOUR SCHOOL ADMINISTER REGENTS EXAMINATIONS? (**CIRCLE ONE**) YES NO

DOES YOUR SCHOOL ADMINISTER AP Courses? (**CIRCLE ONE**) YES NO

GUIDANCE COUNSELOR NAME _____

CONTACT PHONE NUMBER (____) _____ CONTACT EMAIL: _____

GRADE LEVELS SERVED _____

ACADEMIC INFORMATION

EXPECTED DATE OF HIGH SCHOOL GRADUATION: 20__ __

TYPE OF DIPLOMA EXPECTED (**CIRCLE ONE**): REGENTS/ADVANCED REGENTS/ OTHER _____

OVERALL GPA: _____

PLEASE INDICATE THE TOP THREE HIGH SCHOOLS OR COLLEGES TO WHICH YOU PLAN TO APPLY, AND YOUR INTENDED MAJOR:

FIRST: _____ MAJOR: _____

SECOND: _____ MAJOR: _____

THIRD: _____ MAJOR: _____

HAVE OR WILL YOU PARTICIPATE IN AN INTERNSHIP: YES__ NO__ WHERE: _____

MEDICAL INFORMATION

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



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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 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 250 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 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 OF STUDENT

DATE

SIGNATURE 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 OF PARENT

DATE



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RELEASE AND WAIVER OF LIABILITY FORM

Participant Name: _____
 Address (Street, City, State, Zip): _____
 Date of Birth of Participant: _____
 Parent/Guardian Name (and address if different): _____
 Parent/Guardian Cell Phone: _____
 Dates: _____ Professor/Staff Member: _____
 Program: _____

Authority: I represent and acknowledge that I am the Parent/Legal Guardian of the Participant who is under age eighteen and will be participating in the Program at New York City College of Technology of The City University of New York ("NYCCT"). I am fully competent to sign this Agreement. **I UNDERSTAND THAT PARTICIPANT'S ATTENDANCE IS VOLUNTARY.** I acknowledge that I am signing this Release and Waiver of Liability on my behalf and on behalf of Participant and that Participant and I shall be bound by the terms of this Agreement.

Permission: I give permission for Participant to participate in the Program at NYCCT.

Medical treatment: I authorize and give consent for employees, agents and representatives of NYCCT to administer general first aid treatment for any minor injuries or illnesses experienced by the minor. If the injury or illness is in need of emergency medical care, and NYCCT is not able to reach me, I authorize NYCCT to sign all necessary papers and arrange for emergency treatment and hospital care, including medical diagnostics (such as pathology or radiology), anesthetic, surgery, blood transfusion, medication.

Release: In consideration of NYCCT providing the opportunity for Participant to participate in this Program, I release NYCCT, the Board of Trustees of The City University of New York, officers, employees, and representatives from any and all liability to me, to Participant, our personal representatives, estate, heirs, and assigns for any and all claims, demands and causes of action for any and all loss of personal property, illness or injury to Participant, including death, arising out of, occurring during or in any way connected with the Program, including injuries caused by negligence of NYCCT, the Board of Trustees of The City University of New York, officers, employees, and representatives, or any other participant in the field trip or Program that may be sustained by Participant while participating in such Program or while on premises owned or leased by NYCCT.

Waiver: I agree to waive and covenant not to sue NYCCT, the Board of Trustees of The City University of New York, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from Participant's negligent or intentional act or omission while participating in the Program. It is my express intent that this covenant not to sue and agreement to hold harmless shall bind the members of my family, Participant's family, and our heirs, assigns and personal representatives, if Participant or I become deceased. This release and waiver of liability are governed by and will be construed in accordance with the laws of the State of New York without regard to principles of conflicts of law. I agree that I will submit to the exclusive jurisdiction of the federal and state courts located in New York County, New York State, for the resolution of all disputes arising hereunder or relating hereto, regardless of the place of execution of this form.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND THAT IT IS A RELEASE, WAIVER AND HOLD HARMLESS OF LIABILITY OF ALL CLAIMS FOR PARTICIPANT'S INJURY OR DEATH THAT MAY OCCUR WHILE PARTICIPATING IN THE PROGRAM.

Parent/Guardian's Signature: _____

Date: _____



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Class Descriptions:

ELA/ Critical Thinking and Writing (Middle School): In this course students will learn to appraise information and influences, discuss controversial topics intelligently, and construct well-reasoned arguments on a variety of topics. The students will build confidence and practice to communicate their ideas to another; hear the ideas of others and; listen to one another's point of view and to develop critical, abstract and visual thinking skills. The course will focus on group discussion and written analysis. This is writing and reading course.

Math Advantage Prep (Pre-Algebra Prep): In this course, students will develop intermediate to advanced level of skills in math. This course will enhance the basic math skills, number sense & operations, using formulas, and problem solving. The students will also be studying probability and statistics where they will learn how to analyze and interpret graphs and data.

Algebra I: In this course students will learn mathematical practices such as: how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments. Students will evaluate numerical and algebraic expressions, formulas, and functions involving rational numbers in integer, fractional, decimal, and scientific notation form. Perform operations with and simplify polynomial, rational, and radical expressions. Solve one variable linear and factorable quadratic equations. Find and graph solutions to two variable linear equations. Students will be able to apply their knowledge of algebra to solve verbal problems including profit and loss, ratios and proportions, percent, time-rate-distance, and simple geometric problems involving area, perimeter, circumference, and the Pythagorean Theorem.

Geometry: In this course students will learn mathematical practices such as: how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, look for and express regularity in repeated reasoning.

Algebra II and Trigonometry: In this course students will learn mathematical practices such as: how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, and how to look for and express regularity in repeated reasoning. Our course focuses on math concepts, common core goals and test taking skills. Students will also learn mathematical practices such as: how to make sense of problems and persevere in solving them, reason abstractly and quantitatively, construct viable arguments and critique the reasoning of others, model with mathematics, use appropriate tools strategically, attend to precision, look for and make use of structure, look for and express regularity in repeated reasoning.

English Language Arts (ELA- High School): In this course students will develop critical-thinking skills and the ability to closely and attentively read texts in a way that will help them understand and enjoy complex works of literature. Students will learn to use cogent reasoning and evidence collection skills that are essential for success in college, career, and life. The standards also lay out a vision of what it means to be a literate person who is prepared for success in the 21st century.

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.

Cyber Security: This course will teach students how to select and protect passwords, computer safety at and away from home. Class will cover blue-tooth, gaming, and social media safety tips, phishing what is it and how to identify it. The students will learn what is hacking and will be taught safety for technical devices.

Living Environment: This course introduces the students to a variety of biological topics fundamental to living organisms, with a focus on a set of themes that connects the concepts of biology. Students will explore the diversity of life and trace evolution of this diversity. Students are expected to develop the concepts of physiological processes in order to understand the living world. They will also begin to use experiments to answer their questions about life.



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. **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.