



Fall 2024 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 2024.

Fall 2024 classes will be held **IN-PERSON** and/or **ONLINE**.

ALL Classes are FREE!

IMPORTANT NOTIFICATION:

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 fall 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! to MHernandez@citytech.cuny.edu
(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. 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 Bridging the Gap/STEP.

Please be advised that Bridging the Gap/STEP program classes are NON-credit classes.

Student & Parent Zoom Orientation: Thursday, October 10, 2024 (from 6:00pm- 7:30pm)

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 2024

STEP Program Eligibility

Based on NYSED mandated criteria, eligible applicants will:

- **Be a middle or high school student in grades 7-12 (in Fall 2024)**
- **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-technology-entry-program)



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ONLINE Weekdays Program- GRADES 7th- 12th in Fall 2024
The application must be submitted by 10/08/2024

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

<u>Time:</u>	<u>ONLINE Workshop: Grades 7th- 12th</u>
From: 6:00pm- 7:30pm	<input type="checkbox"/> <u>Algebra I</u> Workshop Dates: October 16, 2024 to December 18, 2024 (Wednesdays ONLY)

<u>Time:</u>	<u>ONLINE Workshop: Grades 9th- 12th</u>
From: 6:00pm- 7:30pm	<input type="checkbox"/> <u>Algebra II & Trigonometry</u> Workshop Dates: October 18, 2024 to December 20, 2024 (Fridays ONLY)

<u>Time:</u>	<u>ONLINE Workshop: Grades 7th- 12th ONLY</u>
From: 6:00pm- 7:30pm	<input type="checkbox"/> <u>Financial Literacy</u> Workshop Dates: October 16, 2024 to December 18, 2024 (Wednesdays ONLY)



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Middle School Workshop Classes- GRADES 7th- 8th in Fall 2024
IN-PERSON 9 Week Saturday

Dates: October 19, 2024- December 21, 2024 (Saturdays ONLY)
The application must be submitted by 10/08/2024

Time:	<u>Class</u> *Select ONE (1) to TWO (2) classes.
10:00am-11:30am- Class 1 (AM)	<input type="checkbox"/> Introduction to Fields of Chemistry (AM) *IN-PERSON
11:30am- 12:00pm- BREAK	<input type="checkbox"/> Introduction to AI (AM) *IN-PERSON
12:00pm- 1:30pm- Class 2 (PM)	<input type="checkbox"/> English Language Arts- Critical Thinking & Writing (AM) *IN-PERSON
*If TWO (2) classes are selected, make sure it is one AM and one PM.	<input type="checkbox"/> Algebra I (PM) *IN-PERSON
	<input type="checkbox"/> Computer Repairing Workshop (PM) *IN-PERSON (ends at 3:00pm)
	<input type="checkbox"/> Video Game Design- Level 1 (PM) *IN-PERSON (ends at 2:30pm)
	<input type="checkbox"/> Intro to Drone Technology & Operation (PM) *IN-PERSON (ends at 3:00pm)



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High School Workshop Classes- GRADES 9th- 12th in Fall 2024
IN-PERSON 9 Week Saturday

Dates: October 19, 2024- December 21, 2024 (Saturdays ONLY)
The application must be submitted by 10/09/2024

Time:	Class *Select ONE (1) to TWO (2) classes.
10:00am-11:30am- Class 1 (AM)	<input type="checkbox"/> Introduction to AI (AM) *IN-PERSON
11:30am- 12:00pm- BREAK	<input type="checkbox"/> Introduction to Fields of Chemistry (AM) *IN-PERSON
12:00pm- 1:30pm- Class 2 (PM)	<input type="checkbox"/> Introduction of Healthcare and Public Health (AM) *IN-PERSON <input type="checkbox"/> Pre-Calculus (AM) *IN-PERSON (11 th - 12 th ONLY)
<p>*If TWO (2) classes are selected, make sure it is one AM and one PM.</p>	<p>*pre-requisite- must have passed Algebra I and Algebra II & Trig Regent 75+</p> <input type="checkbox"/> Algebra I (PM) *IN-PERSON <input type="checkbox"/> College 101 (11 th & 12 th ONLY) (PM) *IN-PERSON <input type="checkbox"/> Computer Repairing Workshop (PM) *IN-PERSON (ends at 3:00pm) <input type="checkbox"/> Video Game Design- Level 1 (PM) *IN-PERSON (ends at 2:30pm) <input type="checkbox"/> Intro to Drone Technology & Operation (PM) *IN-PERSON (ends at 3:00pm)



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Mandatory Student Seminars

ALL seminars are **MANDATORY** for **ALL** accepted students. Be advised that you will be **required** to attend **AT LEAST TWO (2)** seminars. 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:

Tuesdays (5:30pm- 6:30pm)- ONLINE

Thursdays (5:30pm- 6:30pm)- ONLINE

The following is the list of seminars we will be conducting this fall:

- 1. Time Management**
- 2. Group Work**
- 3. AI- Do's & Don'ts**
- 4. Stress Management**
- 5. Study Skills**
- 6. Teens & Social Media**
- 7. Resume Writing & Interview Skills**
- 8. Classroom Etiquette**

*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 (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 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 2024 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 STEP Fall 2024 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 ZOOM class and Google Classroom virtually.

Algebra I: The Algebra I 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 their 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 Algebra I 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 Algebra covers.

Financial Literacy Workshop: Students will discuss why taking this class is important to you and your future. We will look at how to determine what can be valuable. We will discuss what ways you can make money. We will discuss how to make a budget and why it is necessary. We will discuss how to get a discount on your purchases. We will discuss the benefits of your student identification card and so much more.

College 101 (11th & 12th Only): The **STEP College 101 workshop series** will help students further prepare for their first semester of college and beyond. The workshops will take place **in person on Saturdays**, and there will be 9 workshops in all. Some topics that will be covered are Time Management, Applying for Financial Aid, Applying for Scholarships, Exploring Your Interests and Careers, Exploring College Majors & Minors and Preparation for First Day of College.

Video Game Design- Level 1: 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.



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Introduction to Fields of Chemistry: This chemistry class introduces students to various fields of chemistry, the fundamental principles of chemistry as well as provide hands-on and practical skills for their involvement in science, technology, engineering, and mathematics (STEM) related research. Students will develop critical thinking skills, become familiar with the methods and protocols while interacting in a collaborative learning environment.

Computer Repairing Workshop: In this comprehensive course, students in grades 7-12 will dive into the inner workings of personal computers and gain the skills needed to diagnose, repair, and optimize these essential machines. Students will also learn how to recycle, repurpose various devices and ultimately divert old electronic from going to landfills.

Introduction to Drone Technology and Operation: This 9-week drone class is designed to provide middle and high school students with a comprehensive introduction to the exciting world of drone technology. Students will delve into the principles of drone design, operation, safety, and various applications. The course will combine theoretical knowledge with hands-on practical sessions to ensure a well-rounded understanding of drone technology.

Introduction of Healthcare and Public Health: The "Intro of Healthcare and Public Health" course provides middle and high school students with a comprehensive and engaging introduction to essential healthcare and public health concepts. Students will explore basic human anatomy and physiology, learning about major body systems, their interactions, and the functions of vital organs. The course covers the roles and responsibilities of various healthcare professionals and facilities, offering insights into preventive care, medical treatments, and personal health management. Emphasis is placed on promoting healthy lifestyle choices, mental health awareness, and disease prevention. Students will gain a foundational understanding of public health fundamentals, including disease spread, public health initiatives, and global health challenges. The course also examines healthcare systems, comparing different models and discussing issues of access and disparities, as well as the role of technology in healthcare and future trends. Hands-on learning experiences, such as first aid and CPR training, equip students with practical skills.

Pre-Calculus: Precalculus is a mixture of Algebra and a trigonometry that prepares students for Calculus. Topics include an in-depth study of functions such as polynomial functions, inverse functions, radical functions, rational functions, trigonometric functions, exponential and logarithmic functions; solving inequalities; elements of vectors and complex numbers; solving trigonometric equations and identities involving sum, double and half-angle formulas; and progressions. **A scientific calculator is required.**
*****Pre-requisite for this class is student must have passed the Algebra I and Algebra II & Trigonometry Regents of 75 or higher*****

Introduction to AI (Artificial Intelligence): Students will engage in a series of projects using various AI programs to deepen their understanding of artificial intelligence and its diverse applications. These projects will cover a wide range of areas, including but not limited to, writing and storytelling, where students will use AI tools to generate creative narratives and craft compelling stories. Additionally, they will explore programming and game design by developing their own video games with the help of AI technologies.



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.