



Summer 2025 Application

Dear STEP Applicant and Parent,

We are delighted that you are inquiring about Science and Technology Entry Program (STEP) at New York City College of Technology for Summer 2025.

All Summer 2025 classes will be held **IN-PERSON ONLY**. **ALL Classes are FREE!**

Benefits of STEP Scholarship program

- Students who successfully **complete** the SUMMER 2025 program will receive a **scholarship up to \$400 (must take 2 classes) OR \$200 (1 class only)**
- **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 Cold Spring Harbor Laboratory**
- **Snacks/refreshments** will be provided during the break (11:30am to 12:00pm)

IMPORTANT NOTIFICATION:

1. We will continue to use Google Classroom for all 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 (6/30) will be considered on a first come, first served basis; late applications** will be processed in accordance to space availability. **Incomplete applications will automatically be placed on our pending list.**
3. **ALL APPLICATION FORMS MUST BE SUBMITTED VIA EMAIL!** to MHernandez@citytech.cuny.edu (NO mail and NO Fax will be accepted)
4. **ALL CONSENT FORMS WILL REQUIRED ELECTRONIC SIGNATURES OR HANDWRITTEN SIGNATURES.**
5. **Once admission decisions are made you will be notified by EMAIL.** Please make sure that the emails provided are active and that they are email addresses you check daily. 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: Wednesday, July 2, 2025 (from 6:00pm- 7:30pm)**

Alana Kim/ Director of 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: SUMMER 2025

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
2025–2026

Persons in Family/Household Number	2025–2026 income under
1	\$27,861
2	\$37,814
3	\$47,767
4	\$57,720
5	\$67,673
6	\$77,626
7	\$87,579
8	\$97,532
For 2025-26, add \$9,953 for each additional family member in excess of 8.	

• **If applying under economic criteria, please provide 2023 or 2024 1040 income tax forms (first & Second page ONLY, make sure to cover any visible social security numbers (SSN). We do not need SSNs)**

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-step)



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Semester: SUMMER 2025

Middle School Workshop Classes- 4 Weeks IN PERSON:

Incoming GRADES 7th- 8th

Dates: July 7, 2025- July 31, 2025 (Monday through Thursday)

The application must be submitted by 06/30/2025

Time:	<u>Class-</u> All classes are <u>IN-PERSON</u>
<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><u>*Select ONE (1) to TWO (2) classes. If TWO (2) classes are selected, make sure it is one AM and one PM.</u></p>	<p><input type="checkbox"/> Pre-Algebra/ Algebra I Prep (AM)</p> <p><input type="checkbox"/> Introduction to Artificial Intelligence (AI) (AM)</p> <p><input type="checkbox"/> Aviation & ESPORTS Career Explorers (PM) (ends at 1:30pm)</p> <p><input type="checkbox"/> Introduction to Virtual Reality (VR) (PM) (ends at 2:00pm)</p>

<u>Time:</u>	<u>IN PERSON Introduction to Arduino and Raspberry PI Technology Workshop: GRADES 7th- 12th</u>
<p>From: 9:30am- 1:30pm (Lunch will be provided)</p>	<p><input type="checkbox"/> Workshop Dates: July 7, 2025- July 31, 2025 (4 weeks)</p> <p>(Monday through Thursday) *IN-PERSON</p>

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



High School Workshop Classes- 4 Weeks IN PERSON:

Incoming GRADES 9th- 12th

Dates: July 7, 2025- July 31, 2025 (Monday through Thursday)

The application must be submitted by 06/30/2025

Time:	Class- All classes are <u>IN-PERSON</u>
<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>*Select ONE (1) to TWO (2) classes. If TWO (2) classes are selected, make sure it is one AM and one PM.</p>	<p><input type="checkbox"/> Pre-Algebra/ Algebra I (AM)</p> <p><input type="checkbox"/> Introduction to the Medical Field and Public Health (AM)</p> <p><input type="checkbox"/> Introduction to Artificial Intelligence (AI) (AM)</p> <p><input type="checkbox"/> Algebra II & Trigonometry (PM)</p> <p><input type="checkbox"/> Medical Research Lab: From Concept to Presentation (PM)</p> <p><input type="checkbox"/> Aviation & ESPORTS Career Explorers (PM) ends at 1:30pm</p> <p><input type="checkbox"/> Introduction to Virtual Reality (VR) (PM) ends at 2:00pm</p>

<u>Time:</u>	<u>IN PERSON</u> Headaches & Arts, Facilitated by the Department of Neurology at NYU Langone Medical Center (Incoming 9th- 12th)
<p>From: 9:30am- 11:00am</p>	<p><input type="checkbox"/> Workshop Dates: July 7, 2025- July 24, 2025 *3 weeks ONLY (Monday through Thursday ONLY) *IN-PERSON</p>

<u>Time:</u>	<u>IN PERSON</u> Introduction to Arduino and Raspberry PI Technology Workshop: GRADES 7th- 12th
<p>From: 9:30am- 1:30pm (Lunch will be provided)</p>	<p><input type="checkbox"/> Workshop Dates: July 7, 2025- July 31, 2025 (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 2025 (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 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 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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Class Descriptions:

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.

Introduction of Medical Field 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.

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.

Introduction to Arduino and Raspberry PI Technology: Students will be introduced to STEM and IT related aspects. Here students will be able to combine Stem with real-world applications that are being used currently while coming up with ways to make things better with this new type of technology. Topics covered will be Introduction to Arduino and Raspberry PI, building Internet of Things (example: Alexa) and incorporating 3D printing to the class.

Introduction to Virtual Reality (VR): This immersive class introduces kids to virtual reality in a fun and safe way. Students will explore VR environments, learn how VR works, and even create simple interactive experiences. Designed to spark curiosity and creativity, the course encourages problem-solving and digital literacy through age-appropriate tools.



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Medical Research Lab: From Concept to Presentation: The “Medical Research Lab: From Concept to Presentation” course is designed for high school students eager to explore the healthcare field through the lens of research and communication. Over 4 weeks, students will embark on a journey that combines critical thinking, creativity, and collaboration to develop and present a professional research poster on a healthcare-related topic of their choice. Students will begin by mastering essential research techniques, learning how to locate credible sources, evaluate information, and synthesize findings into a clear and compelling narrative. They will then dive into the world of research posters, understanding how to design visually engaging and academically rigorous displays that effectively communicate complex information. This course not only prepares students for future studies and careers in healthcare but also equips them with lifelong skills in research, critical thinking, and effective communication. Whether aspiring to be a healthcare professional, researcher, or advocate, students will leave with a deeper understanding of how to articulate ideas and inspire change.

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.

Aviation & ESPORTS Career Explorers: This Aviation & Esports Career Explorers program introduces students to the exciting worlds of aviation and esports through hands-on flight simulation, gaming-based learning, and career exploration. Designed to close the opportunity gap in both industries, this program provides S.T.E.A.M. based experiences that develop critical thinking, communication, and technical skills. Students will gain exposure to real-world aviation and esports professions while participating in interactive lessons and simulations.



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.