

Union College Summer STEP

Spring 2016

Students and parents,

Thank you for your interest in the Union College Science and Technology Entry Program (STEP). STEP is funded by the New York State Department of Education to prepare historically under-represented or economically disadvantaged students in grades 7 - 12 for entry into postsecondary degree programs in scientific, technical, health-related, and licensed professions. Since 1996, Union College has been awarded the STEP grant to run the program.

Summer STEP is a three-week intensive research-based program in the July. All program resources and activities are offered at no cost to the participants. Summer STEP and Academic Year STEP have separate applications.

To be considered for acceptance into Summer STEP at Union College, students must:

- be a New York State resident
- be entering 7th – 12th grade next Fall
- be a member of a historically underrepresented ethnic group (as defined by the New York State Department of Education): African American, Latino/Hispanic or Native American/Alaskan Native. If you are not a member of one of these ethnic groups, you can qualify based on economic need (see attached Income Eligibility Criteria)
- demonstrate an interest in math and/or science, indicated in the essay and application
- have an average grade of C+ or greater in math and science courses, indicated on most recent report card. Students may not be failing any subjects.
- submit the attached application. Applicants will be notified in writing whether or not they are accepted. Incomplete applications will not be processed

Applications must be returned (with all required attachments) by the deadline in order to be considered. Applicants will be notified after May 6 about acceptance. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.** We will not hold a spot for students who have not submitted all required materials.

***Please note that we only accept 40 students for Summer STEP. Acceptance is not first come, first served, but at the discretion of the program director.*

Students accepted into the Summer STEP program must commit to attending the entire program.

No absences are allowed for vacations, sporting events or other activities. The program will run from 9:00am to 3:30pm weekdays from Tuesday, July 5 through July 22. On the last day of the program, research projects are presented to parents in the evening; students must be available on July 22 until 7:00pm. **Please note: Due to the July 4 holiday, we are starting the program on a Tuesday this year.**

If you have any questions, please contact Janet Sweeney at 388-6609 or sweeneyj@union.edu.

Summer STEP 2016

Tuesday, July 5 – Friday, July 22 (weekdays 9:00am-3:30pm)

Union College Science & Technology Entry Program

STUDENT APPLICATION / REGISTRATION

Please complete, sign and return this form with all required documentation to Union College, Kenney Community Center, 807 Union St., Schenectady, NY 12308. You may fax to 518-388-6638 or email to sweeneyj@union.edu.

PLEASE USE INK—no pencil. **Questions? Contact Janet Sweeney at 518-388-6609 or sweeneyj@union.edu.**

Notification about acceptance will be made after May 6th, 2016. You will be notified in writing by the STEP Director. Applications will only be accepted after May 6 if spaces are still available.
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Today's Date: _____ T-Shirt Size: _____

Student Name _____ Date of Birth: _____

Grade you will enter next September _____ Gender [] Male [] Female

What school will you attend in September? _____

Student's Email Address _____

Address _____ City _____ State _____ Zip _____

Parent/Guardian Name(s) _____

Parent/Guardian Email address _____

Parent/Guardian Address (if different from student's) _____

Home Phone _____ Business Phone (parent) _____

Student Cell Phone _____ Parent Cell phone _____

Are you a New York State Resident? [] Yes [] No Country of Birth if other than U.S. _____

Permanent Resident Alien? [] Yes [] No Registration Number _____

***How did you hear about STEP?** _____

Eligibility: Please check yes or no for each category below.

Yes No *African American/Black* (A person having origins in any of the black racial groups of Africa)

Yes No *Latino/Hispanic* (A person of Cuban, Mexican, Puerto Rican, South or Central, American or other Spanish, culture or origin regardless of race)

Yes No *American Indian/Native Alaskan* (A person having origins in North, Central or South America who maintains tribal affiliation or community attachment)

Yes No **Asian* (A person having origins in the Far East, Southeast Asia or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand & Vietnam)

Yes No **Native Hawaiian/ Pacific Islander* (A person having descent from Hawaii, Guam, Samoa, or other Pacific Islands)

Yes No **White*

***Only answer the following question if your child is NOT African American/Black, Latino/Hispanic or American Indian/Native Alaskan.**

Yes No Are you Eligible for Free or Reduced Lunch?
 If yes, Please send in documentation with your application proving your eligibility.

➡ **IF YOU DO NOT QUALIFY BASED ON ETHNICITY** ⬅
(African American, Latino/Hispanic, or Native American/ Alaskan Native)

OR

➡ **YOU DO NOT HAVE DOCUMENTATION SHOWING THAT YOU ARE** ⬅
ELIGIBLE FOR FREE/REDUCED LUNCH

YOU MUST ATTACH A COPY OF THE 1st PAGE OF YOUR MOST RECENT
INCOME TAX RETURN TO PROVE YOU QUALIFY BASED ON INCOME

New York State Opportunity Programs Income Eligibility Criteria

Number in Household Dependent on Income	2016-17 Income
1	\$21,978
2	\$29,637
3	\$37,296
4	\$44,955
5	\$52,614
6	\$60,273
7	\$67,9514

Emergency Contacts (you must list 2):

Name: _____ Relationship _____

Phone: _____

Name: _____ Relationship _____

Phone: _____

Education:

What school did you attend this year? _____

Guidance Counselor: _____

Will you attend the same school next year? [] **yes** [] **no** If not, where will you attend? _____

PLEASE ATTACH A COPY OF STUDENT'S MOST RECENT REPORT CARD (not interim report).

New STEP students must have a *minimum of C+ (77) in math and science classes and cannot be failing any classes.*

1. Extracurricular Activities (athletics, drama, offices held, school paper, etc.):

2. Special Awards:

3. Hobbies/Interests:

Health Information

All applicants must attach immunization history. Please obtain a copy from your physician's office.

1. Is your child taking any kind of medication? _____ If yes, please answer the following:

Reason for taking medication: _____

Will your child need to take medication during program hours? _____ If so, when _____

Does your child need assistance in administering medication? _____ Please specify the type of assistance needed: _____

Will your child need to carry any emergency medication? _____.

If YES please indicate medication and its purpose _____

PLEASE NOTE: Students who need to carry and/or self-administer medication (including over the counter meds) during the program will be required to submit a prescription from their physician to us by June 29.

2. Does your child have any allergies? _____ Please list all allergies including allergies to medication and food:
3. Does your child have other medical or physical conditions that we need to be aware of? (Heart trouble, epilepsy, diabetes, etc.)
4. Please list any activity restrictions:
5. Please list any other restrictions (including food restrictions for religious purposes).

Hospitalization Insurance

[] I have insurance coverage. [] I do **NOT** have insurance coverage.

Insurance Company: _____

Policy Identification Number: _____

Doctor's Name: _____ Doctor's Phone Number: _____

Emergency Authorization:

FOR STUDENTS UNDER 18 YEARS OF AGE, THE FOLLOWING RELEASE **MUST** BE SIGNED BY YOUR PARENT/GUARDIAN.

I/we give my/our permission for my/our son/daughter to be medically treated in the case of an emergency illness or injury {**please indicate any medical restrictions** _____}:

(If no medical restrictions please write NONE in the space above).

Parent or Guardian Signature

Date

Consent To Be Photographed

I/we do hereby give Union College authorization and consent to **videotape/photograph** my/our child for the purpose of education and information sharing.

Parent or Guardian Signature _____ Date _____

Parent or Guardian Signature _____ Date _____

Consent to Access School Records

I (we), _____, give permission for _____
Parent(s)/Guardian(s) Student Name

to participate in the Union College Science & Technology Entry Program (STEP). I (we) authorize Union College to obtain and review school records. I (we) understand that all information will be kept confidential.

Parent/Guardian Signature

Date

Please sign below ONLY if you allow your child to walk home from the Kenney Center.

Yes, I give permission for my child to walk home from the Kenney Community Center. By providing this permission I am assuming all/any responsibility for the well being and safety of my child.

Parent/Guardian Signature _____

ONLY the adults listed below will be allowed to pick up your child. Please include parents/guardians names as well. Written permission must be given in advance for any other adults to pick up your child, including parents of other students in the program.

Full Name of Person picking up your child _____ Age _____

Relationship _____ Phone number _____

Full Name of Person picking up your child _____ Age _____

Relationship _____ Phone number _____

Full Name of Person picking up your child _____ Age _____

Relationship _____ Phone number _____

Please note that if for any reason **someone other** than parents/guardians or the designated persons will be picking up your child, you **MUST** notify us in advance **IN WRITING**. Your child will be released only to the persons identified above unless you give us written permission in advance.

Transportation to and from Union College

_____ I will drop off my child by 9:00 AM and pick up my child by 3:30 PM at the Union College, Kenney Community Center, corner of Park Place and Nott Street .

_____ I am requesting that my child be transported by Union College (****except on field trip days**) as follows:

_____ Picked up at Mt. Pleasant Middle School at 8:25 AM and dropped off at 3:40 PM

_____ Picked up at Central Park Middle School at 8:40 AM and dropped off at 3:55

_____ Picked up at Schenectady High School at 8:50 AM and dropped off at 4:05 PM.

*****Please note that field trips require early departure and, you will be responsible for dropping off and picking up your child at Union College, Kenney Community Center on field trip days. You will receive prior notification of any field trips.***

Youth Participant Agreement: All STEP participants are required to adhere to the rules outlined below.

I, (student name) _____, when on campus and on off campus activities, agree to participate in all scheduled activities for the Union College Science and Technology Entry Program and to follow the rules and regulations as set forth by staff, faculty and mentors, including respecting other STEP participants, faculty, staff, mentors and all property of the college. I understand that I must, at all times, travel with the accompanying adult mentor(s)/chaperone(s) as assigned. Independent travel or activities are prohibited. All personal needs or requests must be approved by the adult mentor(s)/chaperone(s) as assigned. Alcohol and smoking and use of illegal or controlled substances is prohibited. Possession of weapons is prohibited.

I will come to STEP prepared to participate every day. Attendance for all 14 days of Summer STEP is mandatory.

I will not use my cell phone during class or work time. I will not use college computers to access websites (including Facebook and other social media) that are not directly related to the work my group is conducting.

I will dress appropriately and in accordance with the rules explained to me at the Summer STEP Orientation.

I understand that my signature on this document constitutes an agreement between me and Union College STEP. I understand that if I fail to follow these rules and regulations, I will be asked to leave the program.

Student's Signature: _____ Date: _____

Parents/Guardians Waiver and Release

I give permission for (student's name) _____ to participate in the Union College Science & Technology Entry Program (STEP). I authorize Union College to obtain and review school records. I understand that all information will be kept confidential.

1. I am hereby waiving and releasing Union College and its trustees, officers, employees and agents from any and all liability for any injuries incurred by my child while participating in the Science and Technology Entry Program, July 5 to July 22 , 2016 unless caused by the sole negligence of Union College.
2. I am hereby assuming all risks associated with my child's participation in this Program.
3. I am representing to Union College that I have adequate health insurance for my child while he or she is participating in this Event.
4. I will pay all costs incurred by Union College as a result of any failure by my child to respect and maintain College facilities and/or observe College rules and regulations.
5. I understand that if my student is disruptive or disrespectful of the Summer STEP rules, participants or staff that parents will be notified and students might be asked to leave the program.
- 6. I understand that attendance is important to the success of the Summer STEP program. My child will attend the entire 14 day program, including research presentations on July 22 at 4:00pm.**
7. Any action in regard to this Release or arising out of its terms and conditions and or claims that may arise while my child is in this Program/Event shall be instituted and litigated before the Supreme Court, Third Judicial District, Schenectady County, New York State.
8. I have read this entire Release, I fully understand it, and I agree to be bound by it.

Parent or Guardian Signature

Parent or Guardian Signature

Date _____

Date _____

STUDENT ESSAY

Please write a one page essay explaining why you would like to participate in STEP. You may include information on your favorite scientist/mathematician, a career that interests you, or anything else related to your desire to be in the program. The essay may be typed or handwritten, but must be legible. The essay will be judged on how well it indicates your interest in pursuing science, technology, math and other related fields.

APPLICATION CHECKLIST:

- [] All pages/sections of application have been completed.
- [] Student and parent signatures
- [] Copy of most recent report card. *Please do not send an interim report.* Send the report card for the last quarter completed.
- [] Essay, typed or handwritten legibly in pen.
- [] Immunization history (you may have it faxed from physician's office to 518-388-6638)
- [] Proof of economic eligibility included? (This is only required if student does not meet the requirement of being a member of a historically underrepresented ethnic group. See attached Income Eligibility Criteria chart.)
If you are African American/Black, Latino/Hispanic, or Native American/Alaskan Native you DO NOT have to prove economic eligibility.

There is no cost to participate in STEP.

Please Note:

- **For those accepted to Summer STEP, there will be a ←**
mandatory orientation for parents and students.
- **Those who do not attend the meeting ←**
will be moved to our waitlist
- **All parents/guardians will also be asked to ←**
sign a promise
that your child(ren) will
attend every day of the program!