



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY
12234

Supervisor
Office of K-16 Initiatives & Access Programs
Pre-Collegiate Preparation Programs Unit
Education Building Addition, Room 965
Tel. (518) 486-5202
Fax (518) 474-0060

July 2007

TO: Science and Technology Entry Program (STEP) Project Directors

FROM: Lewis J. Hall

SUBJECT: 2006-2007 Final Report Form and Instructions

The Final Report Form and Instructions for the Science and Technology Entry Program for the operational year 2006-2007 are enclosed.

Please provide an original and two copies of the completed form by September 28, 2007 to:

NYS Education Department
Pre-Collegiate Preparation Programs Unit
Science & Technology Entry Program (STEP) Final Report 2007
89 Washington Avenue, EBA Room 965
Albany, NY 12234

Enclosure

**SCIENCE AND TECHNOLOGY ENTRY PROGRAM
2006-2007 FINAL NARRATIVE REPORT
DUE SEPTEMBER 28, 2007**

Name of Institution: _____

Mailing Address of STEP Program: _____

Project#: 0516-07-00 __ __ Contract #: C400 __ __ __

Assembly District: _____ Senate District: _____

Name of Project Director: _____

Title: _____

Telephone Number: () _____ Fax Number: _____

E-Mail Address: _____

PLEASE RETURN ORIGINAL AND TWO COPIES TO:

**New York State Education Department
Pre-Collegiate Preparation Programs Unit
Science and Technology Entry Program
STEP Final Report 2007
89 Washington Avenue, EBA Room 965
Albany, NY 12234**

***INCLUDE A SIGNED COPY OF THE FS-10F
SHORT FORM. SEND THE ORIGINAL FS-
10F SHORT FORM TO THE GRANTS
FINANCE UNIT.***

Signatures:

Project Director

Chief Executive Officer

Chief Fiscal Officer

NOTE: IF YOUR GRANT IS FUNDED THROUGH THE CUNY/SUNY RESEARCH FOUNDATION, YOU MUST SUBMIT A COPY OF THIS REPORT TO THE APPROPRIATE FOUNDATION LIAISON.

**Note: FS-10F short form is due July 30, 2007.
Send to the Grants Finance Unit.**

**SCIENCE AND TECHNOLOGY ENTRY PROGRAM
2006-2007 FINAL REPORT INSTRUCTIONS**

Report Information:

The Final Report covers the period from July 1, 2006 through June 30, 2007. The purpose of the Final Report is to provide summary information regarding participants, activities, program content and outcomes for the entire year.

Final Report Due Date: **September 28, 2007**

Number of Copies: Three (one original and two copies)

Send the Report to: New York State Education Department
Pre-Collegiate Preparation Programs Unit
Science and Technology Entry Program
STEP Final Report 2007
89 Washington Avenue, EBA Room 965
Albany, NY 12234

Report Contents:

1. Cover/Signature Page
2. Table 1: Participant Roster
3. Table 2: Distribution of Students Served
4. Table 3: Economic Eligibility Roster
5. Table 4: School Roster
6. Table 5: Research Experience
7. Table 6: Internship Experience
8. Table 7: Support Services
9. Table 8: Final Summary of Priorities
10. Table 9: Final Summary of Activities
11. Table 10: Student Grade Averages
12. Table 10A: Grade 8 Assessments Tests
13. Table 11: Mathematics Profiles
14. Table 12: Science Profiles
15. Table 13: Average SAT Scores by Ethnicity and Gender
16. Table 14: Placement of 2006-2007 Graduates
17. Table 15: STEP Project Outcomes
18. Table 16: STEP Project Summary
19. Table 17: Day(s) of Service Summary
20. Table 17A: Day(s) of Service Survey
21. Attachment A: STEP Final Expenditure Summary
22. Attachment B: STEP Equipment Inventory
23. Attachment C: A Copy of the completed FS 10F Short form

INSTRUCTIONS

General

Project managers must complete all tables listed under Report Contents. Complete information must be provided. If you have any questions regarding information to be provided, contact your program officer at (518) 486-5202 for clarification.

Each copy of the report should be stapled or secured by a binder clip and sequenced in order. Include your institution's name in the upper right corner of each page of the report and on any attachments.

List participants, schools alphabetically and numbered sequentially. Participant Roster must be double-spaced.

An original and two copies of the Final Report are required. Final Reports must be postmarked by **September 28, 2007**.

Computer Generated Reports:

All information requested in each table must be provided in the exact format shown in this report. You may go to our web site <http://www.highered.nysed.gov/kiap/step/step.htm> for a copy of the report.

Signature Page:

Complete all information requested. Place the last two digits of your project number and the last three digits of your contract number on the signature page in the spaces provided. (Refer to the 2006-2007 award notification letter for your assigned project and contract numbers.)

Original signatures must be provided on the Original copy of the Final Report. Mark the original clearly -- if using a stamp use blue ink only.

The person responsible for answering questions should be the person who prepared the report.

Table 1: Participant Roster:

List alphabetically and number sequentially each participant in the program. Provide all requested information for each participant.

Table 2: Distribution of Students Served:

Indicate the term(s) of program services for 2006-2007. Provide data for all participants by ethnicity and grade level. The total of rows and the total of columns must each add up to the total number of participants reported on "Table 1: Participant Roster".

Table 3: Economic Eligibility Roster:

List alphabetically and number sequentially all participants who are **not** African American, Hispanic/Latino, or Native American Indian/Alaskan Native. The total number of participants indicated on Table 3 must correspond to the sum of White, Asian/Pacific Islander and Other students participating in the program. All such participants must be economically disadvantaged as defined in the 2006-2007 STEP Guidelines, and all requested information must be provided for each participant listed.

Table 4: School Roster:

List alphabetically and number sequentially each school that project participants attended during 2006-2007. Provide all requested information for each school. Note: The total number of students served by the program must equal the total number of participants listed on “Table 1: Participant Roster”.

Tables 5 & 6: Research & Internship Experience:

List each site where students participated in paid or unpaid research/internships experiences that directly relate to scientific, technological, and health-related careers and the licensed professions. Include all requested information for each site. The total hours should be the sum of all students' hours.

Table 7: Support Services:

Provide information regarding the areas of Counseling and Tutoring. Identify the type(s) of counseling and tutoring that students receive. Indicate the number of students who participated in these activities.

Table 8: Final Summary of Priorities:

For each priority identified, describe the activities and services offered to address the priority. Describe (indicate) results (outcomes) of these activities and services.

Table 9: Final Summary of Activities:

For each activity offered from July 1, 2006 – June 30, 2007, provide the following information:

- a description of each activity
- grade levels served
- number of participants served
- date of activity
- total hours of activity
- description of results (outcomes) of activity

Table 10: Student Grade Averages:

Provide the total number of students for each grade average as of the end of the current school year. The total on the last line should correspond to the number of participants reported on “Table 2: Students Served”.

Table 10A: Grade 8 Assessment Tests:

Provide data from the 8th grade students’ assessment tests. The number of scores should equal the number of grade 8 students reported on “Table 2: Students Served”.

Tables 11 & 12: Mathematics and Science Profiles:

For each course indicate the number of students who were enrolled, the number of students who took the regents and/or Advanced Placement examination and the number of students who passed the exam and course. Provide requested information for college-level course(s) that the students were enrolled in.

Table 13: Average SAT Scores by Ethnicity and Gender:

Provide averages of the writing, verbal, and mathematics and combined SAT scores for all 12th graders enrolled in your program. The total of each column must correspond to the total number of grade 12 participants reported on Table 1 and Table 2.

Table 14: Placement of 2006-2007 STEP Graduates:

List alphabetically and number sequentially each graduating STEP senior who was enrolled in your program. The total number of students reported on Table 14 must correspond to the total number of 12th grade participants reported on Table 1. Any discrepancy between this number and the total number of 12th graders is assumed to be the number of 12th grade students who participated in the 2006-2007 program, but did not graduate.

If a participant has made plans to attend college, provide the name of the institution, whether the institution is located in New York State, and the field of study planned. Other placements including employment, military service, volunteer service, and trade apprenticeships should be indicated in "Other." If a student is uncertain about his/her plans after graduation, indicate "U" in "Other." If participant information is not available for other reasons, indicate "NA."

Table 15: STEP Project Outcomes:

In this narrative section, we are looking for concise descriptions of overall program operations, content and outcomes. In general, the amount of space allowed for each response is a guideline for the extent of the response expected.

Table 16: STEP Project Summary:

Write a description of your 2006-2007 program, do not exceed 350 words. This will be included in the Annual Report to the Governor. The description should state the objectives of the program, indicate the number of students and class levels served, and concisely describe the program services offered and any special accomplishments achieved.

Note: Students' names should not be included in the Project Outcomes and/or STEP Project Summary sections.

Tables 17 & 17A: Day(s) of Service Summary & Survey:

Provide requested information regarding Day(s) of Service activities. Summarize the activities and discuss outcomes from these activities. Complete the Survey.

Attachment A: STEP Final Expenditures:

Summarize amounts shown on the FS-10F short form in column 1 for each category/code number. Summarize amounts for each category/code number and source; enter sums in columns 2 and 3. Provide the total for each category in column 4.

Attachment B: STEP Equipment Inventory:

Provide requested information. Use a separate form for each piece of equipment.

Attachment C: Completed FS 10F Short Form:

Attach a copy of the Final Expenditure Report for a Federal or State Project: FS-10-F short form.

TABLE 1: PARTICIPANT ROSTER

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

NAME (LAST, FIRST)	SS# (Last 4 digits)	CLASS LEVEL BEGINNING OF 2006-2007	SCHOOL	DATE OF FIRST ENTRY INTO STEP	Term(s) of Participation		
					S	F	Sp
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

TABLE 2: DISTRIBUTION OF STUDENTS SERVED

Sex	Ethnic Category	CLASS LEVEL						Totals
		7	8	9	10	11	12	
M A L E S	African American							
	Hispanic/Latino							
	Native American Indian/Alaskan Native							
	White, non-Hispanic *							
	Asian/Pacific Islander *							
	Other *							
	Subtotal (Males)							
F E M A L E S	African American							
	Hispanic/Latino							
	Native American Indian/Alaskan Native							
	White, non-Hispanic *							
	Asian/Pacific Islander *							
	Other *							
	Subtotal (Females)							
TOTALS	(Sum of Males and Females)							

*Report Economic Eligibility in Table 3

TABLE 3: ECONOMIC ELIGIBILITY ROSTER

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Last Name, First Initial*	"X" If Previously Qualified	Social Security Number (last four digits)	Economic Eligibility Category						
			If admitted based on income and number of persons in household, complete this section.				If admitted based on criteria other than income and number in household, check the appropriate category.		
			2005 Annual Income	Number of Persons in Household	"X" If Two Workers	"X" If Sole Support-1 Parent Family	Social Services	Foster Child	Ward of State
1.									
2.									
3.									
4.									
5.									
6.									
7.									

TABLE 4: SCHOOL ROSTER

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Name and Address of School	Grade Levels Served	County of School	% minority composition of school	% of free lunches at school	Senate and Assembly District #'s*		Number of STEP Students Served
					S	A	
TOTAL							

*The NYS Assembly: <http://assembly.state.ny.us/>

The NYS Senate: www.senate.ny.us/senatehomepage.nsf/home?openform

TABLE 5: RESEARCH EXPERIENCE

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Type of Research	Name of Placement Site	Description of research assignment and required number of hours	Number of Participants	Number of completions	Dates	Total Number of Hours
Mathematics						
Technology						
Science						
Health Related						
Law						
Architecture						
Accounting						
Engineering						
Other *Specify						
TOTAL						

* Attach separate list

TABLE 6: INTERNSHIP EXPERIENCE

Type of Research	Name of Placement Site	Description of Internship Assignment and Required Number of Hours	# of Participants	# of Completions	Dates	Total # of Hours
Mathematics						
Technology						
Science						
Health Related						
Law						
Architecture						
Accounting						
Engineering						
Other *Specify						
TOTAL						

* Attach separate list

TABLE 7: SUPPORT SERVICES

COUNSELING	
_____ Personal	Total # of students served: _____
_____ Financial	
_____ Career	
_____ Academic	
TUTORING	
_____ Math	Total # of students served: _____
_____ Science	
_____ Language Arts	
_____ Other	
Total # of hours: _____	

TABLE 8: FINAL SUMMARY OF PRIORITIES

Priority	N/A	Describe the Activities/Services to address the priority	Results
1. Program services and activities to serve students in SURR and/or schools in need of corrective action.			
2. Collaboration with CSTEP at other higher education institutions.			
3. Program services designed to improve eighth grade students' test scores on the New York State Mathematics and Science Assessment Examinations.			
4. Program services designed to improve recruitment and retention of historically underrepresented male participants in all targeted grade levels.			
5. Program services and activities designed to improve the recruitment and retention of Latino/Hispanic participants in all targeted grade levels.			

TABLE 9: FINAL SUMMARY OF ACTIVITIES

Type of Activity	Activity Description	Grade Levels	# of Students	Dates	Total Hrs	Results
1. Instruction in mathematics: Algebra, Geometry, pre-Calculus/Calculus. (Required)						
2. Instruction, including laboratory experience in Physical and Life Sciences, Biology, Chemistry, Physics, Earth Science. (Required)						
3. Instruction and guidance for Regents exams, and college admissions exams i.e., PSAT, SAT, ACT. (Required)						
4. Instruction in Technology.						

TABLE 9: FINAL SUMMARY OF ACTIVITIES (cont.)

Type of Activity	Activity Description	Grade Levels	# of Students	Dates	Total Hrs	Results
5. Operation of parent component. (Required)						
6. Collaboration with program partners and among STEP and CSTEP Programs. (Required)						
7. Trips to postsecondary institutions, conferences, business and industry, etc.						
8. Other-please specify.						

TABLE 10: STUDENT GRADE AVERAGES

Student Grade Averages	Number of Students by Grade Level						
	7	8	9	10	11	12	Total
90 and Above							
80-89							
70-79							
65-69							
Below 65							
Total							

TABLE 10A: GRADE 8 ASSESMENT TESTS

GRADE 8 TESTS	Number of Students by Score					
	Level I	Level II	Level III	Level IV	Level V	TOTAL
Mathematics						
Language Arts						
Science						

TABLE 11: MATHEMATICS PROFILES

Regents Course	# Enrolled	# Taking Regents Exam	# Passing Regents Exam	# Earning Regents Credit
Mathematics A				
Mathematics B				

Advanced Placement Course	# Enrolled	# Taking AP Exam	# Passing AP Exam	# Earning AP Credit
AP Calculus				
AP Computer Science				
AP Statistics				

College Level Mathematics: Course Title	# of Students Enrolled in the Course	# of Credits Attempted	# of Credits Earned

TABLE 12: SCIENCE PROFILES

Regents Course	# Enrolled	# Taking Regents Exam	# Passing Regents Exam	# Earning Regents Credit
Regents Earth Science				
Regents Biology (Living Environment)				
Regents Chemistry				
Regents Physics				

Advcd. Placement Course	# Enrolled	# Taking AP Exam	# Passing AP Exam	# Earning AP Credit
AP Physics				
AP Chemistry				
AP Biology				
AP Environmental Science				

College Level Science Courses: Course Title	# of Students Enrolled in the Course	# of Credits Attempted	# of Credits Earned

TABLE 13: AVERAGE SAT BY ETHNICITY AND GENDER

Race/Ethnicity	MALE			FEMALE			TOTAL						
	#	Avg. Verbal	Avg. Math	Avg. Writing	#	Avg. Verbal	Avg. Math	Avg. Writing	#	Avg. Verbal	Avg. Math	Avg. Writing	Avg. Combined
African American													
Hispanic/Latino													
Native American Indian/ Alaskan Native													
White, non-Hispanic													
Asian/Pacific Islander													
Other													

Note: The average of the Verbal, Writing and Math cannot exceed 800. The average combined score cannot exceed 2400.

TABLE 14: PLACEMENT OF 2006-2007 GRADUATES

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED

PLACEMENT BY EXPRESSED INTENTION							
Name of Graduate	Advanced Regents Diploma Yes/No	Regents Diploma Awarded Yes/No	If Attending Postsecondary Institution Name of Institution	Institution Located in NYS	Community College	Senior College	Program of Study
TOTAL							

Total # of Students in STEP Related Major: _____

TABLE 15: STEP PROJECT OUTCOMES

Complete the matrix below. For items 1-6, use the data recorded on Tables 10A, 11, 12, 13 and 14. For item number 7, enter the total number of students listed on Table 1 in column 3 and enter the contracted enrollment number in column 4. Column 5 should show the percentage for each item. The percentages should be rounded to the nearest hundred.

Item	Performance Objective	# of Students Meeting the Objective	# of Eligible Students	Resulting %
1. Students that earned advanced regent diploma.	75%			
2. 8 th grade students scoring in levels 3 and 4 for math and science exams.	75%			
3. Students taking Advanced Placement (AP), honors, and/or college level math and science coursework.	75%			
4. Average SAT scores.	1500 for math, verbal, writing/1000 math and verbal			
5. Students planning to attend college.	90%			
6. Students planning to major in a STEP-targeted field.	75%			
7. Student enrollment.	90%			

Using a bullet format, list and/or describe student achievements such as awards, participation in competitions or conference presentations. Please do not include students' names.

TABLE 16: STEP PROJECT SUMMARY

Institution Name: _____

Grades/Class Levels Served: _____

Summer/Academic Year Program: _____

Student Enrollment 2006-2007: _____

Program activities and Services: _____

In the Space Below provide a brief, concise statement of the purpose and primary objective of the project.

TABLE 17: DAY(S) OF SERVICE SUMMARY

Date of Visit	School	Principal	# of Volunteers	#of classes visited	# of student contacts
TOTALS					

List the name of the STEP and/or CSTEP institutions with whom your institution collaborated with for the DOS activities:

Institution Name	Program (STEP and/or CSTEP)

TABLE 17A: DAY(S) OF SERVICE SURVEY

Please answer the following questions:

1. Did your institution and/or region conduct planning meetings prior to the DOS activities? Yes ____ No _____. If yes, describe how these meetings were helpful in completing the DOS.
2. Did your institution and/or region provide training for volunteers prior to the DOS? Yes ____ No _____. If yes, describe how the training was helpful or could have been improved.
3. What were the positive outcomes of your DOS activities?
4. What improvements would you suggest for DOS activities?
5. What effects do you think the DOS activities had on your program's visibility, recruitment, relationships with schools, etc?
6. What impact do you think the DOS activities had on each of the following groups:
 - a. Student contacts
 - b. Student volunteers
 - c. Professional volunteers
 - d. School personnel
 - e. Parents
 - f. STEP/CSTEP staff
7. Are you in favor of making this an annual event? Yes ____ No _____. Please explain your answer.

ATTACHMENT A: PROPOSED BUDGET/FINAL EXPENDITURE SUMMARY

Line No.	Expenditure Category	Code	STEP (1)	Institution (2)	Other Sources (3)	TOTAL (4)
1	Salaries for Professional Personnel	15				
2	Salaries for Non-Professional Personnel	16				
	a. Clerical/Secretarial					
	b. Student Assistants					
	c. Other					
3	Purchased Services	40				
4	Supplies & Materials	45				
	a. Instructional					
	b. Other					
5	Travel Expenses	46				
	a. Student/Programmatic					
	b. Staff/Administrative					
6	Employee Benefits	80				
	a. Professional _____%					
	b. Clerical/Secretarial _____%					
	c. Student Assistants _____%					
	d. Other _____%					
7	SUBTOTAL of Lines 1-6					
8	Indirect Cost*	90				
9	BOCES Services	49				
10	Minor Remodeling	30				
11	Equipment	20				
12	GRAND TOTAL (Lines 7 - 11)					

*Expenditures for Indirect Cost may not exceed 8% of STEP funds (col. 1, line 7).

ATTACHMENT B: STEP EQUIPMENT INVENTORY

July 1, 2006 through June 30, 2007

PLEASE NOTE: All equipment purchased with STEP Program funds is the property of the State Education Department and shall be returned to the Department if the STEP program is discontinued.
(See program guidelines).

Please complete a separate form for each piece of equipment costing in excess of \$5,000 purchased with STEP funds between JULY 1, 2006 and JUNE 30, 2007. All equipment purchased with STEP funds is subject to prior approval from the New York State Education Department. Equipment includes, but is not limited to, computers, printers, modems, and video equipment.

Type of equipment: _____

Make/model: _____ Serial number: _____

Vendor: _____ Invoice number: _____

Total Cost: \$ _____ STEP Funds: \$ _____ Institution Funds: \$ _____ Other sources: \$ _____

Current location of equipment: _____

Person responsible for overseeing the use of the equipment: _____

Title: _____

Original purpose of purchase: _____

Current uses of the equipment: _____

Indicate the usage group(s) and the percentage of time they use this equipment (e.g., STEP students, 50%; program administrator(s), 25%): _____

Name of Person Completing Form:	Telephone #:
Title:	
Signature:	Date: