



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

June 2012

TO: Science and Technology Entry Program (STEP) Project Directors
FROM: Lewis J. Hall
SUBJECT: 2011-2012 Final Report Form and Instructions

The Final Report Form and Instructions for the Science and Technology Entry Program for the operational year 2011-2012 are enclosed.

Please provide an original and two copies of the completed form by September 28, 2012, to:

NYS Education Department
Pre-Collegiate Preparation Programs Unit
Science & Technology Entry Program (STEP) Final Report 2012
89 Washington Avenue, EBA Room 967
Albany, NY 12234

Enclosure

**SCIENCE AND TECHNOLOGY ENTRY PROGRAM
2011-2012 FINAL NARRATIVE REPORT
DUE SEPTEMBER 28, 2012**

Name of Institution: _____

Mailing Address of STEP Program: _____

Project#: 0516-12-00 __ __ Contract #: C401 __ __ __

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 2012
89 Washington Avenue, EBA Room 967
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 31, 2012
Send to the Grants Finance Unit.**

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 received by **September 28, 2012**.

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 2011-2012 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 2011-2012. 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 2006-2010 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 2011-2012. 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: 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 6: 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 7: 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 8: Final Summary of Activities:

For each activity offered from July 1, 2011 - June 30, 2012, 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 9: 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 9A: 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 10 & 11: 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 12: 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 13: Placement of 2011-2012 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 2011-2012 program, but did not graduate.

If a participant has made plans to attend college, provide the name of the institution, and indicate 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 14: STEP Project Abstract:

Write a description of your 2011-2012 program. Do not exceed 150 words. 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 Abstract

Tables 15 & 15A: 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:

Detailed summary of 25% required match

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. The original should be sent directly to the Grants Finance Unit.

The FS 10 F Short Form is available at:

<http://www.oms.nysed.gov/cafe/forms/>

Identify this copy as Attachment C

TABLE 1: PARTICIPANT ROSTER

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED.

NAME (LAST, FIRST)	CLASS LEVEL BEGINNING OF 2011-2012	SCHOOL	DATE OF FIRST ENTRY INTO STEP	Term(s) of Participation			Graduated From High School *
				S	F	Sp	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Please number each student listed on additional pages

* Provide information for graduates on Table 13.

Please make sure that your totals are accurate and add up correctly in the “total” spaces

TABLE 2: DISTRIBUTION OF STUDENTS SERVED

Sex	Ethnic Codes	CLASS LEVEL						Totals
		7	8	9	10	11	12	
M A L E S	Black (non-Hispanic)							
	Hispanic							
	American Indian/Alaskan Native (non-Hispanic)							
	White (non-Hispanic) *							
	Asian (non-Hispanic) *							
	Hawaiian or other Pacific Islander* (non-Hispanic)							
	Bi-racial (non Hispanic)							
	Other *							
	Subtotal (Males)							
F E M A L E S	Black (non-Hispanic)							
	Hispanic							
	American Indian/Alaskan Native (non-Hispanic)							
	White (non-Hispanic) *							
	Asian (non Hispanic) *							
	Hawaiian or other Pacific Islander * (non Hispanic)							
	Bi-racial (non Hispanic)							
	Other *							
	Subtotal (Females)							
TOTALS	(Sum of Males and Females)							

*Report Economic Eligibility in Table 3

TABLE 3: ECONOMIC ELIGIBILITY ROSTER

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED

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.		
			2010 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.									
Grand Total									

Please be sure that there is a grand total of economically eligible students on the last line of this table.

TABLE 4: SCHOOL ROSTER

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED

Name and Address of School	Grade Levels Served	County of School	% minority composition of 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/ INTERNSHIP EXPERIENCE

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED

Type of Research	Name of Placement Site	Description of research internship 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					XXXXXX	

* Attach separate list

TABLE 6: SUPPORT SERVICES

COUNSELING	
<p>_____ Personal</p> <p>_____ Financial</p> <p>_____ Career</p> <p>_____ Academic</p>	<p>Total # of students served: _____</p> <p>Total # of hours: _____</p>
TUTORING	
<p>_____ Math</p> <p>_____ Science</p> <p>_____ Language Arts</p> <p>List Others: _____</p> <p>_____</p> <p>_____</p>	<p>Total # of students served: _____</p> <p>Total # of hours: _____</p>

TABLE 7: FINAL SUMMARY OF PRIORITIES

Use priorities stated in 2011-2015 RFP	If N/A check	Describe the Activities/Services to address the priority	Measurable Results
1. Program services designed to improve recruitment and retention of historically underrepresented male participants in all targeted grade levels.			
2. Program services and activities designed to improve the recruitment and retention of Hispanic/Latino and American Indian participants in all targeted grade levels.			
3. Program services designed to improve eighth grade students' test scores on the New York State Mathematics and Science Assessment Examinations			

TABLE 8: FINAL SUMMARY OF ACTIVITIES

Please make sure that you have one grand total of both the # of students and number of hours in the designated columns for *each* subject area.

Type of Activity	Activity Description	Grade Levels	Total # of Students	Dates	Total Hrs	Measurable 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.						

STEP 2011-2012 FINAL REPORT

INSTITUTION NAME: _____

PAGE _____ **OF** _____

Please make sure that you have one grand total of both the # of students and number of hours in the designated columns for *each* subject area.

TABLE 8: FINAL SUMMARY OF ACTIVITIES (cont.)

Type of Activity	Activity Description	Grade Levels	Total # of Students	Dates	Total Hrs	Measurable 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 9: 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 9A: GRADE 8 ASSESMENT TESTS

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

TABLE 10: MATHEMATICS PROFILES

Regents Course	# Enrolled	# Taking Regents Exam	# Passing Regents Exam	# Earning Regents Credit
Integrated Algebra				
Geometry				
Algebra 2 - Trigonometry				

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
International Baccalaureate (IB)			
Other			

TABLE 11: SCIENCE PROFILES

Regents Course	# Enrolled	# Taking Regents Exam	# Passing Regents Exam	# Earning Regents Credit
Physical Setting/ Earth Science				
Living Environment				
Physical Setting / Chemistry				
Physical Setting / 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
International Baccalaureate (IB)			
Other			

TABLE 12: AVERAGE SAT BY ETHNICITY AND GENDER

Race Codes	MALE			FEMALE			TOTAL						
	#	Avg. Verbal	Avg. Math	Avg. Writing	#	Avg. Verbal	Avg. Math	Avg. Writing	#	Avg. Verbal	Avg. Math	Avg. Writing	Avg. Combined
Black (non-Hispanic)													
Hispanic													
American Indian/ Alaskan Native (non-Hispanic)													
White (non-Hispanic)													
Asian/ (non-Hispanic)													
Hawaiian or other Pacific Islander (non-Hispanic)													
Bi-racial (non-Hispanic)													
Other													

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

TABLE 13: PLACEMENT OF 2011-2012 GRADUATES

MAKE ADDITIONAL COPIES OF THIS PAGE AS NEEDED

Please list whether the graduate is an Advanced Regents, Regents, or Other diploma. Please do not list them as both advanced and regular regents.

Name of Graduate	Advanced Regents Diploma Yes/No	Regents Diploma Awarded Yes/No	Institution Located in NYS	Name of post secondary institution		Program of Study	Other
				Community College	Senior College		
TOTAL/GRAND TOTALS							

Total # of Students in STEP Related Major: _____

Percentage of 12th graders that graduated: _____ %

TABLE 14: STEP PROJECT ABSTRACT

Institution Name: _____

Grade Levels Served: _____

Summer Program: Yes___ No_____

Academic Year Program: Yes___ No_____

Student Enrollment 2011-2012: _____

In the space below, provide a project abstract that summarizes the purpose, primary objectives and outcomes of the project. Refer to your institution's proposal in preparing the project abstract.

TABLE 15: 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 participated with for the DOS classroom activities:

Institution Name	Program (STEP and/or CSTEP)

TABLE 15A: 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 effects do you think the DOS activities had on your program's visibility, recruitment, relationships with schools, etc?
5. 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
6. What improvements would you suggest for DOS activities?

ATTACHMENT A: 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

Itemized institutional match expenditures. Provide details that describe all of the expenditures for the in-kind and institutional match.

Itemization of required 25% match

1. Code 15 Salaries for professional personnel
2. Code 16 Salaries for non-professional personnel
3. Code 40 Purchased Services
4. Code 45 Supplies & Materials
5. Code 46 Travel Expenses
6. Code 80 Employee Benefits
7. Subtotal lines 1-6
8. Code 90 Indirect Cost
9. Code 49 Boces Services
10. Code 30 Minor Remodeling
11. Code 20 Equipment

Grand Total lines 7-11