

Student Guidebook 2007-2008

CSTEP Eligibility

You must be:

- A New York State Resident;
- Economically disadvantaged, or
- African American, Native American/ Alaskan Native, or Hispanic; and
- Enrolled in a program leading to licensure in New York State including, but not limited to, law, medicine, math/science teaching, psychology, and social work.

Table of Contents

Application Procedures	2
CSTEP Steps to Success	2
Obtaining Financial Assistance	2
Internship/ Research	3
Student Conferences and Other Travel	3
Paying for Standardized Tests and Test Preparation	3
Program Personnel	4
Office Etiquette	4
Peer Tutoring	4
Group Leaders	5
CSTEP Buddies	5
Confidentiality	5
Probationary Status	5
Graduate/Professional School Visits and Applications	6

CSTEP

The Collegiate Science and Technology Entry Program

The CSTEP Program

The Collegiate Science and Technology Entry Program (CSTEP) is a New York State funded program for eligible students attending public or independent colleges and universities in New York State. As a CSTEP student, you show that you have the potential to go on to graduate or professional school or to go into any of the licensed professions in New York State. CSTEP is designed to provide you with the services and support necessary to help you attain your goal. The program will provide you with help in such areas as

academic advising; career, financial and personal counseling; internships, networking and graduate/professional school preparation. This help begins as soon as you enroll in the program and sign the program contract.

For almost two decades, St. Lawrence University has enthusiastically supported the efforts of CSTEP students on campus. CSTEP students are involved in many campus organizations and activities including student groups and clubs, athletics, student government and campus publica-

tions. Some students choose to study abroad for a semester or year through the International Student Exchange Program and/or take advantage of other services that are provided by the University.

It is the express purpose within this guidebook to provide some direction and resources. You have been selected for this program based upon your abilities and potential. This guidebook will assist you in understanding CSTEP's expectations for you and help you formulate your role within the program.



Producing Science, Technology, & Licensed Professionals



CSTEP provides academic enrichment and internship/research experience in science, mathematics and technology content areas. Projects consist of academic year and summer components including:

- Academic tutoring;
- Career development activities including resume construction, identification and application support for summer and academic year internships;
- Graduate and professional school admissions preparation;
- Standardized tests preparation;
- Awards, cultural, and social activities.



CSTEP is part of the New York State Education Department Collegiate Development Programs Unit.



Candina Harmer '07 will pursue a Physician Assistant degree at U. Penn., Lock Haven in Fall 2007.

*Success is
liking yourself,
liking what you do,
and liking how you
do it.
Maya Angelou*



Andy Rampasaud, '10, Neema Mawiyoo, '06, Carol Budd, and Matia Ayers, '08, join University of Buffalo Alliance for Graduate Education and the Professoriate Project Coordinator Elizabeth Colucci '87 during the University of Buffalo Graduate School Awareness Conference.

Application Procedures

Eligibility guidelines are located on the front cover of this Guidebook. All application materials are enclosed in the Guidebook. To apply, read, fill out, and return the **CSTEP Application to Whitman 171, the CSTEP office**. If you join under the program's economic guidelines, you must verify your family income. Verification requires copies of U.S. tax returns. **The Financial Information Release Form** allows the Financial Aid Office to send a

copy of your 1040 IRS form to our office for economic need determination. Once eligibility requirements are verified, you will receive a Student Award Letter. You will then be asked to sign the **CSTEP Student Contract**, a list of the CSTEP member expectations. Membership benefits include confidential academic and career advisement; assistance in searching and applying for grants, scholarships, loans, internships, and research opportunities; up to

\$400 for graduate school exam preparation courses; up to \$300 for graduate school applications in a CSTEP field; \$50-100 book reimbursement per semester; and individual financial assistance evaluated by financial need and relevance to CSTEP career goals. If you do not qualify, you are automatically entered as a CSTEP Associate member (see p. 5) and can participate in all activities; however, program funds cannot be used to support you.

CSTEP Checklist for Undergraduate Success

The following list of CSTEP recommendations is for students who want to be successful in getting into graduate or professional school or finding a CSTEP-related career. While the expectations are listed by academic year, members may complete any of them earlier than the academic year noted.

First Year Members

Visit Career Services and Leadership Education (CSLE) Office (2nd floor Student Center);

Write up a four year plan and resume and file a copy with the CSTEP staff;

Attend a time management work-

shop (Academic Skills)

Register with Career SLUth to find out about internships, scholarships, and other opportunities;

Sophomores

Learn how to write a cover letter (CSLE or CSTEP meeting);

Practice interview skills (plus attend the fall professional etiquette dinner) (CSLE);

Shadow a Saint (CSLE);

Juniors

Complete an internship/research opportunity;

Attend a Kaplan Test Drive (CSLE) - for LSAT and MCAT and GRE, take test prep courses;

Complete a graduate/professional school search - attend a graduate school fair;

Pre-health students take MCAT and apply by June 1;

Seniors

Take GRE, MCAT or LSAT (in some cases the summer before the senior year);

Attend CSLE Senior Appointment;

Apply to graduate/professional schools following the procedures related to the specific programs.

Obtaining Financial Assistance

If you need assistance for course needs (e.g. books, calculators), obtain a **Request for Financial Assistance** form (aka the Green Sheet). Green Sheets are available from either the wall slots outside the CSTEP Director's or Coordinator's offices, Whitman 171, or the Laurentian Education Access Programs (LEAP) Angel website (angel.stlawu.edu). Fill out the Green Sheet requesting a \$100 textbook reimbursement (or other valid item). Submit the Green Sheet with an attached receipt to a CSTEP staff member. If the

CSTEP staff is not available when you deliver your Green Sheet, please leave it with the secretary. Please hand the Green Sheet directly to a CSTEP staff member, not under a door slot, to ensure receipt of your form.

Requests must be made no later than a Wednesday morning for Friday check disbursements due to Business Office protocols. Reimbursements are not available to HEOP students until they have exhausted their semester's book stipend. Reimbursement will then

go directly to HEOP maintenance.

For students who are abroad, download the Financial Assistance Form from the LEAP Angel site, fill it out, and e-mail the document plus a scanned receipt to a CSTEP staff member ckissam or cbudd@stlawu.edu.

In all cases, your address must accompany the Green Sheet so that we know where to send the reimbursement.

Internship/Research Opportunities

CSTEP requires students to complete one internship or research experience prior to graduation. Many CSTEP students do more than one, but only one is required. The CSTEP staff maintain a database of internship opportunities and you will be introduced to it at one of our monthly CSTEP meetings. The database also lists scholarships and fellowships available as you prepare for graduate programs. Career Planning and Leadership Services (CSLE) also maintains an internship database and we also encourage you to meet with CSLE. Contact the CSTEP staff once you obtain an internship/research

experience. We have many useful tips that can make your experience useful and memorable. If you incur travel or meal expenses during the experience, you may seek reimbursement from CSTEP. Submit a Financial Assistance form with a signed letter attesting to the travel, the types and amounts of expenses, and/or receipts for the meals. Travel money prior to the internship is available if a plane or rented vehicle is necessary. See the CSTEP Director/Program Coordinator as you plan your internship.

Once you obtain your internship/research opportunity, provide the

CSTEP office with a formal notification from your internship/research mentors for your CSTEP file. Please also share copies of required journal entries with the CSTEP staff for verification. Letters of support are very helpful when you request letters of recommendation.

When you participate in your experience, remember that you are ambassadors of the University and the CSTEP program at all times. Common courtesy, communication, and consideration are hallmarks of a professional participant.

Student Conferences and Other Travel

Throughout the year CSTEP provides opportunities for students to attend conferences, network with other students at various campuses, go on planned field trips or present their research at conferences. Announcements of travel functions are made in the annual calendar, newsletter, e-mail, or by phone contact.

CSTEP staff ask you to sign up in advance so that costs can be planned and we can make appropriate travel arrangements. If you sign up to attend a function, we

ask you to keep that commitment unless there are grave circumstances that keep you from attending. We collect a \$5 deposit upon sign up and return it to you when you attend the function. If you cannot attend, we ask you to find another CSTEP student to go in your place and to notify the CSTEP office of that change.

We invite CSTEP Associates (see p. 5) to events if there is room and if it isn't too costly. CSTEP Associates are required to pay their own way for any event that has a

charge since the program can only provide funds to members. Our goal is to provide as many services to as many students as possible within the constraints of our budget.



Law School Admission Council
<http://www.lsac.org/>

Paying for Standardized Tests and Test Preparation

If you plan on taking a GRE (Graduate Record Exam), a GRE Subject Test, an MCAT (Medical College Admission Test), a DAT (Dental School Admission Test) or an LSAT (Law School Admission Test), notify the CSTEP office well in advance. If you need to take a test preparation class, CSTEP can provide approximately \$400 (the amount available varies annually). Kaplan (a test preparation service) waives part of the fee for CSTEP students. To register

for a Kaplan course, make an appointment with the CSTEP Director. To register for the GRE exam and subject tests, work with the CSTEP Director as the registration forms are online.

MCATS and LSATS require extra amounts of money since the AMCAS and LSDAS programs encourage students to send their test scores to a series of selected graduate schools. Meet with the CSTEP Director about the amounts.

CSTEP can provide money towards these professional school applications. Once registered, submit a completed Green Sheet for reimbursement.

All pre-health, law and engineering students need to identify with the appropriate advisory committee. These university committees have specific requirements in order for you to obtain letters of recommendation for your graduate school application process.



CSTEP members Tenesia Booker '08, Kadine Hamilton '08, and Alejandra Marrero '08, with guide Mohammed Jaldi, on a hike in a cloud forest on Mount Kinabalu Borneo, as part of their May '06 biology laboratory fieldtrip for Forest Ecology.

*Real success is
finding your
lifework in the
work that you
love.*

David McCullough

Medical College Admission Test
<http://www.aamc.org/students/mcat/>





Hillory Rodham Clinton and CSTEP member Karla General, '07 (Gates Millennium and Morris Udall Scholar and CSTEP member) during Karla's summer '06 internship in Washington, D.C. Karla will be attending Syracuse University in Fall '07 to obtain a J.D./Ph.D.

I have my expectations and you have yours; if ever they should meet, that is beautiful.

Anonymous



Several SLU students, including several CSTEP members, meet with Dr. Ruth Hart M.D., '75 to discuss caring for older patients after an Upstate Medical University Open House and prior to attending a stage performance of Driving Miss Daisy.

Program Personnel



Carol Kissam, Director
171 I Whitman Hall
(315) 229-5605
ckissam@stlawu.edu
Office hours: 9 a.m.—6 p.m. daily and by appointment



Angela Stiles, Secretary
171 Whitman Hall
(315) 229-5580
astiles@stlawu.edu
Office hours: 8 a.m.—4 p.m. daily



Carol Budd, Program Coordinator
171 E Whitman Hall
(315) 229-5536
Office hours: 8:30 a.m.—4 p.m. MWF
Biology Department
128 Bewkes Hall
(315) 229-5843
cbudd@stlawu.edu



Office Etiquette

Fax machine/Office phone: located in Whitman 170; use with permission regarding financial, academic or graduate/career needs only; prior arrangements needed.

Office Use: CSTEP staff have private, personal, and confidential information in their offices; no students in offices without a CSTEP staff member present.

Copy Machine: CSTEP staff make copies of forms needed by students.

CSTEP Computers and Equipment: To borrow laptops, graphing calculators, or a digital camera, fill out a Lending Contract and submit it. Lending Contracts available through the Angel page

and outside staff office doors.

CSTEP has a reference library available for student use; materials include standardized test preparation books, career services books, and personal audio tapes, and books for students use.

Due to a generous donation, CSTEP is able to provide women's clothing for use during interviews and similar settings. To borrow clothing, see a CSTEP staff person. If you borrows items, please sign them out and return them dry cleaned for the next person to use.

CSTEP has a color laser printer; it is available for student use when approved and supervised; please make arrangements in advance.

University vehicles: only authorized University personnel may drive University vehicles; non-University guests may not ride in the University vehicles.

Authorized University personnel include anyone with a valid driver's license who has been approved by University officials. To become an authorized driver, students are to contact Student Safety and Security at 5555.

A University vehicle must be reserved in advance through a University program.

Staff personal vehicles are not covered by University insurance. Please do not request to use staff members' personal vehicles.

Storage: no available space; sorry.

Peer Tutoring

Research shows that successful students are proactive students; therefore, you are strongly encouraged to utilize the Tutoring and Writing Center services available on campus. It is your respon-

sibility to arrange for and meet with their tutors on a regular basis. The University provides free peer tutoring, and you are encouraged to take advantage of that program.

Important Numbers

Academic Skills	5604
Writing Center	5727
Accommodative Services	5104
Counseling	5391
Career Services	5906

Group Leaders

Group Leaders are exemplary CSTEP members who act as liaisons to the membership and who help the CSTEP staff plan program events including group meetings, trips, conferences, the annual career symposium, and other activities. You may choose to apply or staff may nominate you to apply. Applications for Group Leader are available on the CSTEP Angel site. The number of Group Leaders per semester may vary from year to year.



CSTEP Associates

Because membership in CSTEP has several eligibility requirements, there are SLU students who may wish to be members but cannot meet one or more of those requirements. Those students are invited to become CSTEP Associates. They receive the CSTEP Newsletter and are invited to attend meetings and some travel opportunities. Program money cannot be spent to support them, so if an invitation to an excursion does not include CSTEP Associates, it is done because the event might be cost prohibitive or the mode of transportation is already filled with CSTEP members.

CSTEP members gather for the September '06 opening picnic to set personal goals and renew friendships.

Confidentiality– Our Professional Promise

The CSTEP Director and Program Coordinator keep conversations and contacts confidential unless you permit us to share that information with others. We may only break confidentiality in the case of safety or security. The law requires educational professionals to report if we consider a student dangerous to himself/herself or to others. By signing the CSTEP Contract, you permit us to be in

touch with 1) the Financial Aid office about financial requirements for membership, and 2) your professors about your academic progress, and 3) the Registrar in regard to grades.

The SLU CSTEP office publishes a newsletter, web page and other public documents. Students inform the CSTEP Director/CSTEP Coordinator about



The Sagamore Hotel, Bolton Landing, NY, home to the annual spring CSTEP Statewide Conference.



Carlos Garcia '84 (NYSED/SLU CSTEP liason), Carol Kissam (SLU Program Director), Andy Ramper-saud '10, Candina Harmer '07, Sahiry Rodriguez '07, Rita Asiedu '08, Juan Medina '08, Carol Budd '77 (SLU Program Coordinator), Olga Bromberg '08, and Masiel Veras '09, CSTEP participants at the 20th Anniversary CSTEP Statewide Conference, Sagamore, Bolton Landing, NY, April 2007.

information and photos appropriate for public sharing. For example, you may want to share acceptances to graduate schools, awards, recognitions, and honors received. The CSTEP Contract addresses students' rights and assists in providing an avenue for confidentiality or publication of student information.

You may not ask for private information about another student.

Probationary CSTEP Members

There are circumstances in which CSTEP staff may place members on probationary status. It is our hope that this does not occur. Earning an overall average of under 2.5, not attending program events, or failing to follow through on your responsibilities can earn you probationary status. You will receive a letter explaining your change in status to encourage you to meet your CSTEP contractual obligations. If you need tutoring, go to Academic Skills

and/or the Writing Center if an unsatisfactory writing grade is involved. CSTEP funding for probationary members may be withheld until you received a 2.5 or above. If you are below 2.5 two semesters in a row, you can be placed on the CSTEP Associates list. The overall average requirement is to assure that students are in good academic standing for acceptance into graduate or professional schools and/or to remain competitive for CSTEP

We are a small community with your interests central to our mission. Please ask for help.

Community assistant, SLU Buddy, HEOP mentor, and government and philosophy tutor Sahiry Rodriguez '07 will pursue M.S. in Counseling at St. Lawrence University in fall 2007.



It is clear that all of us... have a lot of breaking to do - especially old rules, self-defeating habits, and glass ceilings.

Dr. Bernadette Healy

First woman appointed head of the National Institutes of Health, 1991

ST. LAWRENCE
UNIVERSITY

CSTEP

Director: Carol Kissam
Coordinator: Carol Budd

Whitman 171
St. Lawrence University
Canton, NY 13617

Phone: 315-229-5536
Email: ckissam@stlawu.edu
cbudd@stlawu.edu

[http://www.stlawu.edu/
cstep/index.htm](http://www.stlawu.edu/cstep/index.htm)

The St. Lawrence University (SLU) Collegiate Science Entry and Technology Entry Program (CSTEP) provides services to New York State residents and full time SLU students who are underrepresented in the New York State licensed professions including African American, Native American/Alaskan Native, Hispanic, and students who meet economic guidelines set by New York State 1) to graduate and gain entry into professional schools, 2) to help students maintain academic focus, and 3) to successfully search for and obtain internships, fellowships and scholarships. CSTEP began at SLU in 1986 at the inception of the state program. Since then, SLU has graduated 187 CSTEP students. Since 1997, SLU CSTEP has graduated 24 African-American, 17, Hispanic, 5 Native American and 30 other students satisfying the CSTEP guidelines.

To learn more about CSTEP, see the following web resources:

SLU CSTEP home page: <http://www.stlawu.edu/cstep/index.htm>

New York State Education Department: http://www.highered.nysed.gov/kiap/COLLEGIATE/CSTEP%202004/introduction_to_cstep.htm

Association of Program Administrators for CSTEP and STEP: <http://www.apacs.org>



Richard Torres '09 practicing his pipetting technique while attending a Brookhaven National Laboratory Workshop in January 2007.



Graduate/Professional School Visits and Applications

Graduate and professional school application is part of a four year process that starts with constructing a resume, obtaining internships and research experiences in your prospective areas of interest during summers or academic years, and culminating in the visit, application and interview process. If you are a junior or senior applying to graduate or professional schools, you will need to visit the schools and complete applications. As you proceed through the process, you will need to travel for interviews.

CSTEP monthly meetings and Career Services and Leadership Education (CSLE) programming address various aspects of profes-

sional school preparation.

CSTEP holds workshops on resume writing, preparing cover letters, meeting the costs of graduate school, interviewing skills, etiquette, and writing personal statements. Since the cost of applications and the need to travel vary considerably, we request that you meet personally with the CSTEP staff to see how your plans can be financed.

CSTEP also assists seniors applying for jobs that are promoted by CSTEP. Again, stop by and see the CSTEP staff to secure their assistance.



Kadine Hamilton '09 spent summer '06 at Upstate Medical University doing research on *Trichomonas* sp while shadowing at medical clinics.

Steve Peraza '06 discussed his research on human rights activist Jeffrey Campbell '33 during the St. Lawrence University Sesquicentennial Celebration, November 2006. Steve was a McNair Scholar in summer 2006 and received the McNair Senior Award at the Laurentian Education Access Programs Annual Awards Banquet, spring 2007. He was accepted in the SUNY Buffalo History Department as a Ph.D. candidate.