

NYU Polytechnic School of Engineering (NYU-SOE) General Studies (GS) Program Student Handbook



Contains

- How the program works
- Policies and procedures
- Resources
- Required forms

Revised for 2014-2015

Welcome to the General Studies (GS) Program! This program's goal is to provide you with the resources and skills you'll need to survive life at a rigorous engineering school -- even if you're not planning to major in engineering.

However, **we need you to be active partners in your own education.** That is the key to succeeding at the NYU Polytechnic School of Engineering (NYU-SOE).

Some helpful facts about engineering school life that you may not know:

- The non-academic factors which have the greatest positive impact on student success are **persistence, good study skills** (e.g. note-taking), **frequent communication with instructors and advisors**, involvement in **major-related social activities**, and **willingness to ask for help.**¹
- **40%** of students planning engineering and science majors end up switching to other subjects or failing to get a degree.²
- Most first year students in engineering school struggle with the shift from “book problems” to open-ended problems; teamwork; study skills; **not actually knowing what engineering is;**³ and **losing sight of why they chose engineering school** in the first place.²

This is why the GS Program exists. We provide **tutoring** to help you develop study skills and academic relationships with other students, weekly **advising** sessions to help you take charge of your education, **social activities**, and monthly meetings to share **information** you'll need to survive here.



¹ Robbins, S. B., Lauver, K., Le, H., Davis, D., & Langley, R. (2004). Do Psychosocial and Study Skill Factors Predict College Outcomes? A Meta-Analysis. *Psychological Bulletin*, 130 (2), 261-268.

² Drew, C. (2011, November 4). Why Science Majors Change Their Minds (It's Just So Darn Hard). *New York Times*, p. ED16.

³ Center for the Advancement of Engineering Education. (2010-2011). *Final Report*. Seattle: CAEE. ([http://www.engr.washington.edu/caee/CAEE final report 20101102.pdf](http://www.engr.washington.edu/caee/CAEE%20final%20report%20101102.pdf))

GS: AN OVERVIEW

GS starts with the **Summer Intensive**, with two separate formats:

Summer Intensive On-site	Summer Intensive Online
Students spend six weeks taking classroom courses at NYU-SOE	Students spend four to six weeks taking an online course
Students take Pre-college Math, Physics, Writing, and Computer Skills for Engineers	Students take intensive Pre-college Math online
Built-in tutoring for Math & Physics; mandatory academic advising	"Remote" (online/phone) academic advising
Students must pass all courses with at least a C- or they must leave NYU-SOE	Students must pass course or they must leave NYU-SOE

It all comes together in the **Fall Semester**, when the two groups fuse into one.

Students take classes with fellow GS students & with non-GS NYU-SOE students.
Students take 13-18 credits, depending on Summer Intensive course performance, Admissions profile, and major.
Mandatory academic advising on a weekly basis.
Mandatory tutoring for Math, Chemistry, and other subjects as needed.
Students must earn eight (8) credits or more. If not, they must leave NYU-SOE

Students usually finish up during the **Spring Semester**:

Students take the normal course load for their major, depending on Fall Semester performance.
Mandatory academic advising on a weekly basis.
Mandatory tutoring for Math, Chemistry, and other subjects as needed.
Students must earn at least twenty-four (24) credits and a minimum 2.0 GPA.

But if requirements still need to be met, there's the summer "**Transition Session**."

Advising becomes optional.
Tutoring is strongly recommended and only available through other NYU-SOE resources such as the Polytechnic Tutoring Center and Math Department.
Students may be eligible for free first-year "catch up" courses.

Students who complete the GS Program are reassigned to the Departmental Advisor for their major.

Students who do not achieve a 2.0 GPA and 24 credits (earned at NYU-SOE) by the end of the summer "Transition Session" must leave NYU-SOE.

AN EXPLANATION OF GS REQUIRED TUTORING

You must attend a **minimum of one hour per week of tutoring for each of your required courses** while you are in the GS Program. You might also be required to do additional activities to supplement the work you're doing in the classroom (e.g. a study skills course, a math basics review), depending on feedback we receive from your instructors. We'll inform you of your tutoring requirements at the beginning of each semester.

All tutoring sessions are in small groups, so you'll be able to work with other GS students. Your tutors will often be fellow NYU-SOE students who have already taken and succeeded in the same courses they're helping you with. During your tutoring session, you can ask your tutor to share:

- Study techniques they've used to successfully learn difficult material
- Tips on instructors they've liked, and why
- Practice problems to help you study and to challenge you if you'd like to move ahead (tutors can also check your answers and tell you where you went wrong)

AN EXPLANATION OF GS REQUIRED ADVISING

You must meet one-on-one with your assigned academic advisor **once per week**, for a 15-minute session. We may require additional meetings at critical times, such as during registration for the next semester. During your advising session, you can talk to your advisor about the following and more:

- Problems you're having in class or other areas of college life
- Your short- and long-term goals, and how your choice of major and classes fits into these
- Where to get help at NYU-SOE (e.g., Student Financial Services, Counseling & Wellness Services).

Note: Your advisor cannot discuss your academic performance with your parents without your written consent. If you want your parents to be able to speak freely with your advisor, you must complete and submit a FERPA waiver form to the Registrar's Office (<http://engineering.nyu.edu/life/student-resources/registrar/commonly#ferpa>).

AN EXPLANATION OF GS SOCIAL ACTIVITIES

At NYU-SOE we work hard and play hard! From time to time we'll offer free tickets to events meant to help you relieve stress and have fun. Summer Intensive On-site activities are mandatory. During the fall and spring, activities will continue to take place and we expect that you will take part. Since we have to pay for tickets, etc., in advance, it's important that you actually show up if you commit to attend something. Also, if you miss an activity you'll miss out on the fun and an opportunity to bond with your peers!

The Six Flags Great Adventure trip (Summer Intensive On-site only) is a special case. It's mandatory and requires some special rules and paperwork. See the back of this book for more details.

AN EXPLANATION OF THE GS MONTHLY MEETINGS

You've probably already discovered the dizzying amount of bureaucracy you must navigate in order to survive in college. At the Monthly Meetings we'll inform you about important upcoming deadlines and policies, and we'll sometimes have speakers from other departments (e.g., Financial Aid, various academic programs, the Polytechnic Tutoring Center) to tell you about valuable resources you might not know exist. Because this information is so important, **these meetings are mandatory**.

FREE SUMMER COURSES

Under certain circumstances, GS students may be eligible to take up to two free courses during the summer following their first year. The GS Program covers tuition, although students must pay for fees and books, as well as room and board if they plan to stay in Residential Housing. These courses **must** be taken during that particular summer – use them or lose them, in other words. Consult your GS advisor about your eligibility for these courses.

SURVIVING ENGINEERING SCHOOL

Your application package showed that you have the potential to be successful at NYU-SOE or you would not have been admitted. It's important to remember, however, that college -- especially an engineering school like NYU-SOE -- is far more demanding than high school, and you'll need to develop new skills and relationships if you want to succeed. Here are a few tips.

- **Do not put off until tomorrow what you can do today...in other words, don't procrastinate.**
- **Networking's not just for computers.** No one can do this alone; you need a support system. Join student organizations like ACM, IEEE, NSBE, SWE, and more. When you hear about interesting talks at NYU-SOE, attend them and ask questions. Make friends who are just as committed as you to thriving academically!
- **Get the right tools for the job.** You'll need a TI-30 calculator for your math exams. You'll have class, studying, advising, tutoring, and possibly work and commuting to juggle; try using Google Calendar to keep it all straight. You'll have complex projects to complete; try BaseCamp or MS Project.
- **Master the math.** You will not survive at NYU-SOE if your math (especially pre-calculus) is weak. This is why GS math tutoring is mandatory. If you need extra help, the Math Department offers workshops six (6) days/week. Brush up on your algebra skills, too -- hard to handle the advanced stuff if you've forgotten the basics.
- **Embrace geekdom.** Do you love robots? Does writing efficient code give you a feeling of deep satisfaction? Do you want to be the next Bill Gates/Grace Murray Hopper/Neil Degrasse Tyson/David Gaider? Well, now you can play with shiny toys and cutting-edge technology to your heart's content. Don't just do it because you have to; do it for fun.
- **Don't procrastinate!**

Did we mention you shouldn't procrastinate?

*Please note that these GS Program expectations are **in addition to** the expectations and requirements noted in the NYU-SOE Student Code of Conduct (<http://engineering.nyu.edu/academics/code-of-conduct>).*

BEHAVIOR, ATTENDANCE, AND PARTICIPATION POLICY

1. **Classroom standards** begin upon entering the room -- not when class starts.
2. Demonstrate to the instructor that you are ready to learn by quietly facing front. Remove hats and headphones, put away non-class related items (including all tech such as cell phones, iPods, etc., with the volume off).
3. Avoid sleeping, eating/drinking, phone calls/texting, putting your head down on the desk, or any other behavior that is disruptive to your (or anyone else's) educational process.
4. **Bring notetaking materials** to class each day. Make certain your instructor is OK with using laptops for notetaking before you take yours out.
5. **Absences may affect your final grade** -- even if the absence is excused. Inform your instructor about an unavoidable absence in advance if possible. **More than two absences in a semester is excessive.**
6. **Keep your GS Advisor informed** of any absences, incidences of tardiness, or other difficulties you're having. Your advisor or instructor may be able to help.
7. Complete assignments **on time and in their entirety**. Discuss late assignments with your professor in advance; you may be able to get an extension. **Note: many professors will not accept late assignments even with an excuse.**
8. Do your homework. In some classes this is optional. **Do it anyway.** Homework will help you practice old concepts and learn new ones.
9. **Most classes require participation**, and you will get more out of class that way. However, try not to monopolize the conversation. Remember: teamwork.
10. **Be considerate** of others both inside and outside the classroom. Remember that as a GS student, your behavior reflects on the whole program. Avoid:
 - Exhibiting inappropriate or disrespectful behaviors
 - Offensive language and/or threats to others (e.g. bullying of any kind)
 - Infringing on the rights of others

In the event that you violate this policy, depending on the severity of the offense, consequences may include: a verbal warning; Student Affairs and/or Counseling & Wellness Services may be notified; and your course grades and continued matriculation at NYU-SOE may be negatively impacted.

BOOK POLICY (Summer Intensive On-site only)

You will receive the following books for use this summer:

- A Writer's Reference 5th OR 6th ed. – Diane Hacker*
- PHYSICS, 6th ed. (2005) – Douglas C. Giancoli

*(If you receive the 5th edition, you may follow this link:

http://bcs.bedfordstmartins.com/writersref6e/Player/Pages/HTM/WHATS_NEW.pdf to see the minor differences between the versions.)

These books are free, provided that you acknowledge the following:

1. This book is on loan for the summer; it must be returned on the last day of classes.
2. This book must be returned in its original condition. Significant damage to the book may result in a monetary penalty. If the damage is significant enough to require replacing the book, the student must pay the full amount to replace it.
3. If the book is lost or stolen, the student must pay the full amount to replace it.
4. Do NOT fold or crease the pages – use a removable Post-it or a bookmark.
5. Do NOT use highlighters in this book.
6. Do NOT write in the book – use a removable Post-it or take notes on a separate piece of paper.

In short, return the book in approximately the same condition in which you received it, or you will be required to pay for it.

TRAVEL PARTICIPATION AGREEMENT

As a student traveler **you are responsible for your conduct, safety and behavior.** As a representative of the NYU Polytechnic School of Engineering and the General Studies (GS) Program, you are expected to conduct yourself in a manner deemed appropriate by the University. **Even when you are away from the school, you must adhere to the NYU Polytechnic School of Engineering Code of Conduct:** <http://engineering.nyu.edu/academics/code-of-conduct>.

You are responsible for the timely completion of all paperwork before and after the trip including the Assumption of Risk and Hold Harmless Agreement and Medical Forms.

You are responsible for abiding by all local, state, and federal laws. Students who violate laws will be referred to law enforcement and their parents will be informed.

You may not participate in any activity deemed harmful or destructive to any person or private property. You are responsible for any damage to property including transportation and touring sites that results from your harmful behavior.

BEHAVIORS EXPECTED OF STUDENTS WHEN TRAVELING

- Treat everyone with respect and dignity
- Represent yourself and the University in a professional manner
- Be a team player; help others when requested
- Arrive promptly and be prepared to participate fully in all activities
- Follow the instructions of GS advisors/representatives
- Treat the environment kindly

BEHAVIORS THAT WILL NOT BE TOLERATED

- Partaking in alcohol (even if you're of legal age; your fellow students may not be), illicit drugs, gambling, sex, or smoking in non-designated areas
- Offensive language and/or threats to others (e.g. bullying), whether verbal, physical, electronic, or on clothing
- Leaving the group or touring site without the expressed permission of staff
- Infringing on the rights of NYU-SOE students or others

SIX FLAGS CONDITIONS REQUIRED OF ATTENDEES

Summer Intensive On-site students.....Read and complete pages 10-13
Summer Intensive Online students.....Read and complete pages 12-13

If you know in advance that you cannot attend this trip, you must provide documentation to explain your absence to your GS advisor immediately. If you are absent on the day of the trip due to an emergency, notify your GS advisor at (917) 426-4201 as soon as possible and provide documentation within 3 days of the trip.

You are required to pay a refundable deposit of twenty-six (26) dollars, 25 of which will be returned when you attend the trip. (One dollar is for the drivers' tip.) The deposit may not be returned for students who miss the trip.

You are advised to **travel lightly**. Do not bring valuables into the park. Food, beverages or coolers may not be brought into the park. Bring sun screen. Six Flags has lockers available (for a fee) for small items.

Lost and Found: To claim lost items, visit the Lost and Found office located outside the main gate. (If this happens before you're ready to leave, be sure to get your hand stamped so that you can re-enter the park.) Please note that stuffed prizes are not permitted on rides, and Six Flags is not responsible for any lost, stolen or broken items. NYU-SOE will not be responsible for any lost possessions.

Dress code: In keeping with its family-friendly atmosphere and for health and safety reasons, Six Flags strictly enforces a dress code. Proper attire must be worn in the park at all times, including shirts and appropriate footwear. Clothing with rude, vulgar or offensive language or graphics is not permitted at any time (shirts cannot be turned inside out as a solution). Bathing suits may be worn only in the water park areas. Avoid wearing white if you intend to go on water rides; it becomes see-through when wet. **Park admission may be denied if clothing is deemed by management to be inappropriate.**

Lunch will be available in the park to purchase. Remember to bring money with you because the department will not be providing meals.

We will follow a **group system** in the park. You must be with a group leader at all times. No one may leave the park at any time, even if you meet family or non-GS friends while at the park. **You came with GS and must leave with GS.**

The NYU-SOE **Student Code of Conduct** applies to your behavior at all times, even when you're away from NYU-SOE. Further, Six Flags expects all guests to behave in a family-friendly manner. Unruly, disruptive or offensive behavior, including line-jumping/holding places in line is strictly prohibited and will not be tolerated. **Violations of this policy may be cause for ejection from the park without refund.**

Park policy compliance: Guest safety is Six Flags' top priority. In addition to the Six Flags Guest Code of Conduct, guests are required to comply with all local, state and federal laws as well as individual park policies, rules and instructions posted or otherwise listed. Violation of any law (including use of alcohol or illegal drugs) will result in the GS Program calling local law enforcement and notifying your parents.

Guests using **profanity or abusive language, symbols or gestures** may be ejected from the park without refund.

If you have heart problems or any serious medical condition, please remember that certain rides in the park are **at your own risk**. If at any time you are not feeling well, notify your group leader and go to the first aid center at the park. Your group leader will notify GS staff.

You may bring books, media players (media must be appropriate for all viewers; nothing R rated), games, and playing cards on the bus. **Do not expect to leave these items on the bus**, and if you do, you leave them at your own risk. There will be no access to the buses until the end of the day.

The departure buses will be leaving promptly at 6pm. If you miss the bus you will have to call your parents or guardians to pick you up from the park or use the New Jersey transit bus service.

Trip Itinerary (approximate; actual itinerary will be distributed on the day of the trip):

8: 00 a.m.	Bus leaves NYU-SOE
10:30 a.m.	Enter the park
1:00 p.m.	Lunch on your own/with your group
5:30 p.m.	Be present at the bus and prepared for departure
6:00 p.m.	Bus leaves the park

MEDICAL INFORMATION AND EMERGENCY CONTACT FORM

Required for all students going off-site for any General Studies (GS) Program activity.

Name _____ Birth Date _____

Home Phone _____ Cell Phone _____

IN CASE OF EMERGENCY, CONTACT:

Primary _____
Name Home Phone Cell Relationship

Secondary _____
Name Home Phone Cell Relationship

PLEASE LIST ALL KNOWN ILLNESSES

PLEASE LIST ALL KNOWN ALLERGIES INCLUDING FOOD, MEDICATIONS, AND ENVIRONMENTAL

PLEASE LIST ALL MEDICATIONS (PRESCRIPTION AND OVER THE COUNTER) THAT YOU ARE TAKING

Do you have Health Insurance? Yes or No If yes, complete the following:

Physician Name _____ Contact _____

Insurance Company _____ Policy Number _____

I, the undersigned, do hereby authorize the NYU Polytechnic School of Engineering and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are June 30, 2014 to August 31, 2015.

I am eighteen (18) years of age or older, have read the above authorization and confirm that the information provided is true and accurate **OR** I have secured the signature of my parent/legal guardian.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

ASSUMPTION OF RISK AND HOLD HARMLESS AGREEMENT

(Summer Intensive On-site students only)

I, the undersigned, in full recognition of the possible dangers of participation in travel related activities, do hereby agree to assume all risks and responsibilities of my participation in the Tour, and any activities undertaken by me while I am on the Tour, and further; I do for myself, my heirs, and personal representative(s) hereby agree to defend, hold harmless, indemnify, release, and forever discharge the Board of Trustees of the NYU Polytechnic School of Engineering (the Board), NYU Polytechnic School of Engineering, and all officers, employees, and agents thereof from and against any and all claims, demands, and actions, or causes of action, on account of damage to or loss of personal property, personal injury or death, which result from causes beyond the control of, and without fault or negligence of the Board, NYU Polytechnic School of Engineering, their officers, employees, or agents, during the period of my participation as described herein.

In witness whereof, I have caused this release to be executed this 8th day of August, 2014.

Your Signature

Your Name (Printed)

Signature of parent/guardian if under 18 years of age

ACKNOWLEDGEMENT OF GS POLICIES AND PROCEDURES

(For Summer Intensive On-site AND Summer Intensive Online students)

- ☐ I have read all policies and procedures outlined in this Handbook, and I understand that I must abide by them while I am a GS student.
- ☐ I have also read the Student Code of Conduct (<http://engineering.nyu.edu/academics/code-of-conduct>) and I understand that I must abide by this code while I am a student at the NYU Polytechnic School of Engineering.

Your Signature

Date

Your Name (Printed)