NYU Tandon School of Engineering General Studies Program Student Handbook

Contains

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

Revised for 2018-2019
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 success at the NYU Tandon 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.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.


GS: AN OVERVIEW

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

<table>
<thead>
<tr>
<th>Summer Intensive On-site</th>
<th>Summer Intensive Online</th>
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<tbody>
<tr>
<td>Students spend six weeks taking classroom courses at NYU-SOE</td>
<td>Students spend four to six weeks taking an online course</td>
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<tr>
<td>Students take Pre-college Math, Physics, Writing, and Computer Skills for Engineers</td>
<td>Students take Pre-college Math online</td>
</tr>
<tr>
<td>Built-in tutoring for Math &amp; Physics; weekly academic advising</td>
<td>Online/phone academic advising</td>
</tr>
<tr>
<td>Students must pass all courses with at least a C- or risk academic dismissal</td>
<td>Students must pass course or risk academic dismissal</td>
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It all comes together in the **Fall Semester**, when the two groups fuse into one:

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<tbody>
<tr>
<td>Students take classes with all NYU-SOE students.</td>
<td>Students take 13-18 credits, depending on Summer Intensive course performance, Admissions profile, and major.</td>
</tr>
<tr>
<td>Academic advising on a weekly basis.</td>
<td>Weekly tutoring for Math, Chemistry, and other subjects as needed.</td>
</tr>
<tr>
<td>Students <strong>must</strong> earn eight (8) credits or more. If not, they <strong>must</strong> leave NYU-SOE.</td>
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Students usually finish up during the **Spring Semester**:

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<tbody>
<tr>
<td>Students take the normal course load for their major, depending on Fall Semester performance.</td>
<td>Academic advising on a weekly basis.</td>
</tr>
<tr>
<td>Weekly tutoring for Math, Chemistry, and other subjects as needed.</td>
<td>Students must earn at least twenty-four (24) credits and a minimum 2.0 GPA.</td>
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But if requirements still need to be met, there's the summer **Transition Session**.

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<tr>
<td>Advising becomes optional.</td>
<td>Tutoring is strongly recommended and only available through other NYU-SOE resources such as the Polytechnic Tutoring Center and Math Department.</td>
</tr>
<tr>
<td>Students would need to complete first-year courses.</td>
<td></td>
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</tbody>
</table>

**All parts of the GS Program are mandatory. 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 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.

Most tutoring sessions are in small groups, so you’ll be able to work with other GS students. Your tutors will often be former GS 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 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://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/FERPA.html).
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. Since we have to pay for tickets, etc., in advance, Summer Intensive activities are mandatory. Any Fall and Spring Semester activities are optional, but it's important that you actually show up if you commit to attend something.

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.

AN EXPLANATION OF THE GS ATHLETICS/CLUBS/GREEK POLICIES

Adjusting to a new environment, getting up to speed on your instructors’ expectations, and dealing with the new work demands of engineering school will consume most of your excess time and energy for the first semester of your education. For that reason, GS permits participation in athletics only after the first semester, provided that you have at least a 2.0 GPA at that time. It is also recommended that you do not take on leadership positions in any clubs and that you do not pledge a fraternity/sorority until you’ve completed the GS Program.

COURSES DURING THE SUMMER TRANSITION SESSION

For every student at NYU-SOE, paying to take summer courses at NYU Tandon is an option. However, any GS student who has not yet completed the program by the end of the Spring must take the number of summer credits at NYU-SOE that will allow them to earn the required 24 credits and minimum 2.0 GPA to complete the program. Students who do not complete the GS Program by the end of the summer Transition Session must leave the NYU-SOE.
SUCCEEDING IN 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. Talk to your tutors; they're upperclass students who know how to survive here. 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 math exams. You'll have class, studying, advising, tutoring, and possibly commuting to juggle; try Google Calendar to keep it all straight. You'll have complex team projects to coordinate; try BaseCamp or MS Project.

- **Master the math.** You will not succeed 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 weekdays, evenings, and sometimes weekends. 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? Do your work in a timely fashion!)
BEHAVIOR, ATTENDANCE, AND PARTICIPATION POLICY

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).

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 book for use this summer:


This book is 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.

5. Do NOT use highlighters in this book.


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 GUIDELINES

As a student traveler you are responsible for your conduct, safety and behavior. As a representative of the NYU Tandon 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 Tandon 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 (NYU’s or otherwise) and any damage to transportation and touring sites that result from your harmful behavior.

BEHAVIORS EXPECTED OF STUDENTS

- 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
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 Tandon 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, 2018 to August 31, 2019.

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
(EVERYONE: please read and sign)

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 Tandon School of Engineering (the Board), NYU Tandon 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 Tandon 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 from ___June 30, 2018___ to ___August 31, 2019___.

Your Signature
Your Name (Printed)

Signature of parent/guardian if under 18 years of age

ACKNOWLEDGEMENT OF GS POLICIES AND PROCEDURES
(EVERYONE: please read, check, and sign)

☐ 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 Tandon School of Engineering.

Your Signature
Your Name (Printed)

Signature of parent/guardian if under 18 years of age

Date