

The Catalyst

MARCH 2026 NEWSLETTER



Hello, CSTEP Students!

Spring is well underway, and it's great to see all the hard work you're putting in this semester. As we move through the term, take a moment to check in with yourself and your goals. **Whether you're taking on new challenges, refining your plans, or exploring new opportunities, remember that CSTEP is here to support you.**

With midterms approaching, stay organized, take breaks when you need them, and trust the work you've put in so far. You've got this.

Be sure to take advantage of our workshops, networking opportunities, and resources this month. Stay motivated, stay connected, and let's keep moving forward together!

[You've got this, and we've got you!](#)

Gentle Reminder

In addition to regular emails, these monthly newsletters will provide you with important information and various academic opportunities. Please read the entire newsletter. **Remember, to remain eligible for CSTEP, you must be full-time (12 or more credits) for the entire semester, check in with your CSTEP advisor once per month, and attend at least one workshop per month.**

Read More



How To Complete A Check-In



- **Decide** if you want an email, zoom, or in-person check-in.
- **Email** your CSTEP advisor. CSTEP has two advisors (Amalia Michel and Alana Kim). To find your advisor, check the file at the bottom of the section
- **Provide** multiple availabilities for your check-in

Check-ins are **ESSENTIAL** because they allow CSTEP to get to know you and how to best **HELP YOU**. It is a space to brag about your academic achievement; what extracurricular activities interest you? What internship are you doing? Research? What are you curious about? How can we help you reach your goals?

Email Check-In Format

Subject line: Full Name- Month- Email Check-In **BRAG** about your academic achievements and **ASK FOR HELP** when in need. What extracurricular activities are you interested in? What **INTERNSHIP** you doing? **RESEARCH?** What are you curious about? How can we help you reach your goals? We are a resource and want to help, ASK!

Zoom Check In

Subject line: Full Name- Month- Zoom Check In Provide **THREE AVAILABILITIES** for your CSTEP advisor to pick from.

In-Person Check-in

Subject line: Full Name- Month- In-person Check-In Please send an email to set up an appointment.





ANNOUNCEMENT



Students, **March 9-13 is Plan Week!** This is your time to meet with your department advisors to review your academic progress and plan your schedule for the next semester. **Early registration opens on March 19**, so make sure you're prepared and have your courses mapped out in advance. Don't wait—schedule your meeting and set yourself up for success!

Students who complete **two check-ins and attend four CSTEP workshops** will be rewarded with a **CSTEP branded grey zip-up** as recognition of their engagement and participation in the program. These activities are designed to help you stay connected, build professional skills, and make the most of the opportunities available through CSTEP.



EVENTS



March 13, 2025 @ 1pm - 2pm
Department of Citywide Administrative Services

THIS WORK SHOP WILL BE HELD IN PERSON
AN EMAIL WILL BE SENT OUT WITH THE ROOM NUMBER

March 12, 2025 @ 1pm - 2pm
Preparing for Midterms: Study Plans That Work

[https://us02web.zoom.us/j/84535990988?
pwd=4gbViwDcnhHc8jDuTJztfdtgDXbx4X.1](https://us02web.zoom.us/j/84535990988?pwd=4gbViwDcnhHc8jDuTJztfdtgDXbx4X.1)
Meeting ID: 486 743 7570 Passcode: 081316

March 19, 2025 @ 4pm - 5pm
Mid-Semester Academic Check-In: Are You on Track?

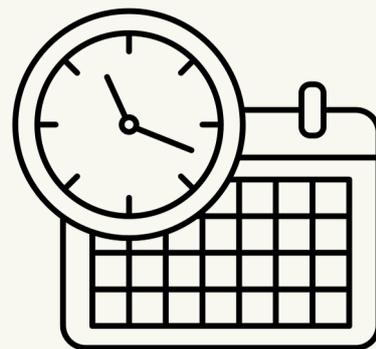
[https://us02web.zoom.us/j/84535990988?
pwd=4gbViwDcnhHc8jDuTJztfdtgDXbx4X.1](https://us02web.zoom.us/j/84535990988?pwd=4gbViwDcnhHc8jDuTJztfdtgDXbx4X.1)
Meeting ID: 486 743 7570 Passcode: 081316

March 20, 2025 @ 1pm - 2pm
Career Exploration

THIS WORK SHOP WILL BE HELD IN PERSON
AN EMAIL WILL BE SENT OUT WITH THE ROOM NUMBER



MARK YOUR CALENDAR



March 9–13 | Monday–Friday

Plan Week

Students plan course registration for the upcoming semester and connect with an advisor.

March 17 | Tuesday

Graduation Application Deadline

Last day to apply for graduation to fully participate in all commencement-related activities.

March 19 | Thursday

- **Summer 2026 registration opens for all students**
- **Early Fall 2026 registration begins for ASAP, CSTEP, Honors, SEEK, Seniors, and Veteran students**

(Registration by appointment only)

March 20 | Friday

- **Faculty notify students of midterm progress reports**
- **No classes scheduled**

March 23 | Monday

Fall 2026 registration opens for all students

March 30 | Monday

Deadline to submit Satisfactory Academic Progress (SAP) Appeals for Title IV – Spring 2026



MENTAL HEALTH MATTERS

City Tech offers personal, academic, and career development support as well as crisis counseling for mental health needs. Although they do not offer in-depth psychotherapy, they can refer you to these and other services in the community. There are also free and immediate services and referrals.



The Counseling Services Center provides free and confidential counseling to City Tech students in-person, by phone, and by video. Services include individual counseling for academic, career and personal challenges as well as crisis intervention.

For further information, please visit their website here:

[CITY TECH SUPPORT](#)



CSTEP SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH



Program Features

1. Receive guidance from a faculty mentor to strengthen oral and poster presentation skills.
2. Participate Who win the Poster presentation will be chosen to present at conferences.
3. Complete and submit required timesheets.

5 Week Program

New York City College of Technology

Participants Receives
\$2,000 Stipend
Certificate Upon Completion

Eligibility

- Enrolled In CSTEP
- 2.3 GPA or Higer
- Not Enrolled In Summer Classes
- Have a Geniune intrest in Research

Application Requirements

- Unofficial Academic Transcript
- Resume

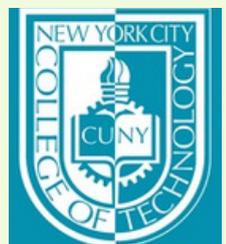


300 Jay Street Brooklyn, NY, 11201
Room, P613

Email: cstep@citytech.cuny.edu



Application for CSTEP Summer Research Will Open
April 2026



INTERNSHIP OPPORTUNITIES



This internship offers hands-on experience working with Facilities Management Engineering teams across NewYork-Presbyterian's healthcare facilities. Interns will support engineering operations, assist with maintenance planning, and help ensure critical hospital systems operate safely and efficiently.

Program Highlights

Experience:

- Work with engineering leadership and plant supervisors, diagnose operational issues, document system flow diagrams, and support maintenance programs and facilities operations projects.
- Interns will also participate in weekly check-ins, networking events, and present their work during the final week of the program.

Qualifications:

- Enrollment in an accredited Engineering Bachelor's program
- The ability to perform physical tasks including standing, walking, and lifting 10+ lbs. Applicants must live within commutable distance to NewYork-Presbyterian.

Compensation & Benefits: \$21.00 per hour with the opportunity to earn academic credit and gain professional mentorship.

Facilities Engineering Internship - NewYork-Presbyterian



This internship provides hands-on experience supporting an organization's operational resilience program, helping teams prepare for disruptions such as cyberattacks, natural disasters, or system failures. Interns will work with cross-functional teams across risk, technology, and security to strengthen resilience strategies.

Program Highlights

Experience:

- Identify operational risks and vulnerabilities
- Support scenario testing and resilience planning
- Analyze resilience data and assist with reporting
- Help document resilience procedures and frameworks

Qualifications:

- Currently enrolled in a Bachelor's degree program
- **Expected graduation December 2026 - June 2027**
- Strong analytical and problem-solving skills
- Interest in risk management, cybersecurity, or regulatory compliance

Operational Resilience Internship





This internship offers rising seniors the opportunity to gain hands on experience within critical business functions while working closely with senior leadership. Interns will contribute to team projects, participate in executive presentations, and engage in professional development programs designed to build leadership and business skills.

Qualifications:

- Rising senior in a Bachelor’s degree program with strong interpersonal, leadership, and project management skills.
- Candidates should demonstrate flexibility, business awareness, and the ability to influence and collaborate with others.
- Applicants must have permanent U.S. work authorization and be able to relocate to New York City for the summer.

Compensation: \$28.00 per hour.

Experience:

- Interns will work under the guidance of key executives while participating in professional development activities and gaining exposure to senior management and strategic business operations.

Executive Leadership Summer Internship

This internship offers students the opportunity to support youth programming and admissions processes while gaining experience in education, advocacy, and student services. Interns will assist with the admissions and enrollment pipeline, support communication with students and families, and contribute ideas during program meetings.

Qualifications: Applicants must be currently matriculated undergraduate students based in the U.S. for the duration of the internship. Candidates should have proficiency in Microsoft Office Suite and an interest in youth programming, activism, and advocacy.

Responsibilities: Interns will review and score student applications, assist with data entry and database tracking, and support administrative and programmatic tasks related to student services.

Program Details: This part time internship (10–20 hours per week) is based in New York City and may be completed remotely or in a hybrid format.

Youth Programs & Admissions Internship





This internship offers hands on experience in user experience research and digital design, supporting the development of user centered experiences across multiple USTA digital platforms. Interns will work with UX designers and developers to conduct user research, analyze website performance metrics, and help design intuitive digital products.

Qualifications:

- Candidates should be familiar with UX and research tools such as Figma, UserTesting.com, HotJar, and Adobe Analytics.
- Applicants should be curious, creative, detail oriented, and interested in learning how research, data, and design shape digital experiences.
- Strong communication and collaboration skills are essential.

Responsibilities: Interns will conduct user research, assist with usability testing, analyze website data, and help create wireframes and prototypes while contributing to UX documentation and design decisions.

Program Details: 8 week hybrid internship (June 9 – August 11) requiring three days per week on site in Westchester.

Compensation is \$20.00 per hour and includes mentorship, professional development workshops, and networking with senior leadership.

UX Design Internship – USTA



This internship provides hands on experience in talent acquisition and recruitment operations, supporting candidate communications, sourcing coordination, and intern program logistics. Interns will help maintain structured hiring processes, assist with interview scheduling, review resumes, and support candidate engagement throughout the recruitment journey.

Qualifications:

- Candidates should be pursuing a Bachelor’s degree in HR, Business, Marketing, or a related field with an expected graduation between December 2026 and December 2028.
- Applicants should be highly organized, detail oriented, and interested in recruitment, operations, and candidate engagement with strong communication and collaboration skills.

Responsibilities:

- Interns will assist with sourcing initiatives, track applicant flow metrics, support intern recruitment logistics, and help develop candidate journey documentation while contributing to reporting and process improvement initiatives.

Compensation: \$20.50 – \$23.50 per hour depending on experience, qualifications, and location.

Candidate Experience Undergraduate Internship



WE ARE HERE TO HELP



Please utilize the following links for further resources based on your major:

[Applied Chemistry](#)

[Applied Mathematics](#)

[Architectural Technology](#)

[Biomedical Informatics](#)

[Computer Engineering Technology](#)

[Computer Systems](#)

[Construction Management & Civil Engineering Technology](#)

[Dental Hygiene](#)

[Electrical & Telecommunications Engineering Technology](#)

[Mechanical Engineering Technology](#)

[Nursing](#)

[Radiologic Tech & Medical Imaging](#)

[Restorative Dentistry](#)

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