Undergraduate Honors Program
College of Staten Island/CUNY

The Verrazano School
Student Guidebook - Class of 2015
Table of Contents

The Verrazano School Mission Statement and Program Goals………………page 3
About The Verrazano School

Benefits of The Verrazano School
The Verrazano School Contact Information
The Verrazano School Honor Statement…………………………………. page 4

The Verrazano School Requirements……………………………….. page 5-8
The Verrazano School Checklist by Year………………………………..page 8-9

Enrollment Appeal Processes for Unmet Requirements …………………page 9-10
The Verrazano School Mission Statement

The Verrazano School provides motivated and talented students with an exceptional baccalaureate experience at the College of Staten Island/CUNY in order to produce a community of students and graduates who strive for and achieve academic excellence in their course of study, are well-prepared for graduate studies and professional success, are connected to their local and global community through service and leadership, and are empowered with lifelong intellectual curiosity and strong personal integrity.

The Verrazano School achieves its mission through an integrated program of academic courses and learning communities; constructive contact with full-time faculty; forward-thinking academic advisement and career preparation; engagement and support of faculty-student mentorships and collaborations; and academic, social, and cultural learning opportunities inside and outside the classroom.

The Verrazano School Program Goals

1. To foster critical thinking, scientific inquiry, problem-solving skills, and integrative cross-disciplinary work.

2. To support students’ development of strong oral and written communication skills.

3. To promote academic excellence and in-depth disciplinary knowledge.

4. To advance career opportunities through professional development.

5. To encourage meaningful community involvement and engaged global citizenship.

6. To create intellectually curious learners with a strong sense of personal integrity.

About The Verrazano School:

The Verrazano School is a selective undergraduate honors program at the College of Staten Island (CSI) that provides motivated and talented students with the highest-quality undergraduate education possible.

Students choose from the full range of majors offered at CSI and received personalized assistance and guidance as they seek internships, pursue research opportunities, and prepare for careers or graduate studies. The Verrazano School provides a foundation on which students build their skills and talents, explore their interests, and create a positive, memorable, and valuable college experience.
Benefits of The Verrazano School

- Integrated program of courses and learning communities
- Constructive contact with full-time faculty
- Smaller class sizes
- Personalized academic advisement and career preparation
- Academic, social and cultural learning opportunities inside and outside the classroom
- Priority registration for classes
- Opportunity to apply for Verrazano Study Abroad Scholarships to help support a study abroad experience
- A designated Verrazano student lounge for meetings, studying, and get-togethers
- The Verrazano distinction noted on your final transcript and recognition at Commencement-related events, including the Verrazano Senior Convocation and Honors Convocation

Verrazano Honor Statement

As academic integrity promotes fairness and intellectual growth at the City University of New York, the College of Staten Island, and The Verrazano School, I pledge that as an enrolled Verrazano student I will uphold the ideas of academic scholarship and serve as a positive example in the student body. I will not cheat, plagiarize, or in any other way violate the academic integrity policy of the City University of New York, and I will act with respect and civility towards all of my fellow students, the faculty, and staff of the college.

By signing the aforementioned pledge, I acknowledge that I will be permanently removed from The Verrazano School if found in violation of it.

The Verrazano School Requirements

All Verrazano students must fulfill general CSI requirements as well as requirements set by their major departments. In order to graduate with the Verrazano distinction, students must also fulfill The Verrazano School requirements in the following categories. The following requirements are in place to help ensure that graduates of The Verrazano School have a well-rounded and enriching undergraduate experience and are well-prepared for employment and graduate school. These requirements apply to all Verrazano students accepted into the Class of 2016 unless indicated otherwise.

I. Grade Point Average (GPA) and Full-Time Status
II. Advisement
III. Verrazano Courses
IV. Capstone Project and Presentation
V. Verrazano Experiential Learning Activities (VELAs)
VI. Professional Development
VII. Community Service
VIII. Meeting with Director
IX. Communication
I. Grade Point Average (GPA) and Full-Time Status

Students must have a minimum 3.0 cumulative GPA by the end of the freshman year and maintain a minimum 3.0 cumulative GPA thereafter to remain in The Verrazano School.

All Verrazano students must maintain full-time status throughout their four years at CSI. Full-time status is defined as enrolling in and completing a minimum of 12 credits each semester excluding winter and summer sessions.

II. Advisement

All Verrazano students meet with the Verrazano Coordinator for advisement until they have completed 45 credits. After that time, students meet officially with their faculty advisor(s).

III. Verrazano Courses

All incoming freshmen are enrolled in a Verrazano learning community during their first fall semester.

All Verrazano students must take a minimum total of three Verrazano courses, not including courses taken as part of a Verrazano learning community, during their undergraduate studies at CSI before graduation.

Notes:
- All students in The Verrazano School must register for Verrazano sections of ENG 111 and ENG 151. Exceptions are made in the following cases:
  a) incoming freshmen who have AP, College Now, or High School Extension credit for those courses
  b) students who are accepted to The Verrazano School after the freshman year and have credit for those courses through another university, CSI, or high school courses.
- For science-based courses with labs and lectures, the Verrazano lecture section and Verrazano lab section must be taken concurrently to be counted as one of the three required Verrazano courses.
- Verrazano courses are identified each semester and course lists are available on the Verrazano website and in the Verrazano office (5N-113). These courses may not be listed on e-SIMS, but if they are listed they will be noted as Verrazano courses.
- Failure of, or receipt of a WU in, a Verrazano-designated course section will not count for one of the three Verrazano courses.

IV. Capstone Project and Presentation

All Verrazano students are required to complete a capstone research project in their discipline (or disciplines) and present this project at the Undergraduate Research Conference during the junior year or senior year.

V. Verrazano Experiential Learning Activities (VELAs)

Verrazano students must attend at least two VELAs each academic year and a minimum total of eight VELA events prior to graduation. Please see the Verrazano website for VELA completion deadlines.
VELAs are typically held during club hours on Wednesdays or Thursdays. They feature talks by, and conversations with, faculty and staff members on a wide range of topics. They may also include musical performances, creative arts discussions, and leadership activities among other things. Some events are co-sponsored by The Verrazano School and other departments at CSI. The listing of VELA events will be available on the Verrazano website and in the Verrazano office. Students are strongly encouraged to attend more than the required number of VELAs.

Students must sign the VELA attendance sheet (or CLUE attendance sheet where applicable) and fulfill any other requirements of the event as noted on the VELA Events section of the website to receive credit for their attendance. Attendance at VELA events will be recorded in the Verrazano student files.

Notes:
- Students who graduate early are responsible for attending the total number of VELAs required for a four-year student.
- Students who graduate later than their original Verrazano class year must attend one additional VELA during each extra semester.

VI. Professional Development

All Verrazano students must fulfill the following four requirements during their first year in the program. Please visit the Professional Development link on the Verrazano website for specific information and instructions about the workshops and resume process.

- Attend a Professional Communication Workshop
- Attend a Resume Development Workshop
- Develop a professional resume and have it approved by a Career Coach in the Career and Scholarship Center
- Meet with a Career Coach for an Introduction to Career Planning

Verrazano professional development workshops and activities help students become better prepared to apply for internships, scholarships, fellowships, job opportunities, and graduate school. The following requirements are related to The Verrazano School’s goals of advancing career opportunities through professional development and supporting development of strong oral and written communication skills.

Upperclassmen are encouraged to attend Career and Scholarship Center events on topics such as interviewing, internships, job preparation, networking, and graduate school applications.

VII. Community Service Requirement

Verrazano students must complete a minimum of 10 documented hours each academic year for a minimum of 40 documented hours of community service prior to applying for graduation. Please review the Verrazano website for community service deadlines.

Service must be completed in the local community. Since CSI is a CUNY college, "local community" is defined to mean anywhere within the five boroughs of New York City. Students who want to complete service in NJ, PA, CT, or a more extended region should consult with the
Verrazano Office. For each student, at most one 10-hour service commitment outside the local community is allowed during his or her time in The Verrazano School.

Guidelines for community service completion and the Verification Form are posted on the Verrazano website. Final approval of all service hours will be determined by the Verrazano administrators. Students are encouraged to consult with the Verrazano Office if they have questions or concerns about how to fulfill the service requirement.

Steps to completing community service:

1. Identify an organization where you would like to do community service.
2. Inquire with the Verrazano office if you have any questions about whether the service hours you plan to complete with the organization are likely to be approved.
3. If applicable, complete any necessary paperwork with the organization in order to begin service hours.
4. Submit the Community Service Verification Form within one month after completing the service hours that you would like to be counted toward your Verrazano service requirement.

Notes:
- Students accepted to The Verrazano School after the freshman year are still required to complete 10 hours per year and a total of 40 hours of community service. Please contact the Verrazano office to discuss the distribution of the hours.
- Students who graduate early are responsible for fulfilling the total number of service hours required for a four-year student.
- Students who graduate later than their original Verrazano class year must complete five additional hours of service for each extra semester.

VIII. Meeting with Director

All Verrazano students must attend at least one personal meeting with the Director of The Verrazano School during their senior year. This meeting must take place before November 15th. Meetings must be scheduled within the first two weeks of the fall semester.

This is an opportunity for students to share their experiences in Verrazano as well as their future plans. Appointments can be made by contacting Cynthia Palumbo at 718-982-4171 or cynthia.palumbo@csi.cuny.edu.

IX. Communication

All Verrazano students are responsible for checking their college CIX e-mail on a regular basis for information from The Verrazano School and CSI. E-mail communication with students is done through CIX e-mail – the official college e-mail system – and other e-mail addresses will not be used.

Students must submit the Verrazano Application for Graduation to notify the office of their intent to graduate. To graduate with a Verrazano School at CSI distinction, you must be in good standing with The Verrazano School and have completed all program requirements. In your final year at CSI you must:

1. Apply for graduation with the Registrar’s Office at CSI by the notification deadline.
2. Notify The Verrazano School of your intent to graduate and submit the Verrazano Application for Graduation by the notification deadline.
FRESHMAN YEAR VERRAZANO CHECKLIST

Enroll in a Verrazano learning community in the fall semester
Take Verrazano courses, including ENG 151
Meet with Verrazano coordinator for advisement in fall and spring
Complete the Professional Development requirements
Attend at least two VELA events
Complete at least 10 hours of documented community service
Have a minimum 3.0 cumulative GPA by the end of the first year and maintain it thereafter

SOPHOMORE YEAR VERRAZANO CHECKLIST

Attend at least two VELA events
Complete at least 10 hours of documented community service
Consider taking Verrazano courses
Meet with Verrazano coordinator for advisement until 45 credits have been completed

JUNIOR YEAR VERRAZANO CHECKLIST

Attend at least two VELA events
Complete at least 10 hours of documented community service
Consider completing and presenting a capstone research project at the Undergraduate Research Conference
Consider taking Verrazano courses

SENIOR YEAR VERRAZANO CHECKLIST

Complete and present a capstone research project at the Undergraduate Research Conference if not done during the junior year
Attend at least two VELA events before November 1st (Jan grads) or February 1st (June/Aug grads)
Complete at least 10 hours of documented community service
Complete Verrazano course requirement if not already completed
Meet with Verrazano Director before November 15th
File Verrazano Graduation Application by October 1st (Jan grads) or December 1st (June/Aug grads)

OVERALL CHECKLIST TO GRADUATE WITH VERRAZANO DISTINCTION

Minimum 3.0 cumulative GPA and full-time student status
Complete at least three Verrazano courses excluding those in the freshman learning community
Complete and present your capstone project at the Undergraduate Research Conference
Attend at least eight VELA events total (more if graduating later)
Complete Professional Development requirements
Complete a minimum of 40 documented hours of community service overall (10 hours/year; more if graduating later)
Meet with Verrazano Director for senior meeting
File Verrazano Graduation Application in addition to the CSI Graduation Application

Enrollment Appeal Processes for Unmet Requirements

GPA - Students who do not meet the GPA requirement will receive a letter indicating that they are no longer enrolled in The Verrazano School but are still enrolled as a student at CSI.

Students can appeal for readmission after they have achieved a 3.0 cumulative GPA by writing a one page letter highlighting: 1) the factor(s) that caused their cumulative GPA to fall below 3.0, and 2) why they would like to be readmitted to The Verrazano School. In addition to this letter, students must include one letter of support from a CSI professor. The letter of support from a professor must be accompanied by the Letter of Support Information Form which can be obtained at The Verrazano School Office in 5N-113. The appeal documents are reviewed by the Director and the Coordinator of The Verrazano School.

Part-time Status - Students who do not meet the full-time status requirement will receive a letter indicating that they are no longer enrolled in The Verrazano School but are still enrolled as a student at CSI.

Students can appeal for readmission by writing a one page letter highlighting: 1) the factor(s) that caused them to become a part-time student, 2) their plan for making up those credits in future semesters, and 3) why they would like to be readmitted to The Verrazano School. In addition to this letter, students must include one letter of support from a CSI professor. The letter of support from a professor must be accompanied by the Letter of Support Information Form which can be obtained at The Verrazano School Office in 5N-113. The appeal documents are reviewed by the Director and the Coordinator of The Verrazano School.

Unfulfilled VELAs – Students who do not meet the VELA requirement by the end of the academic year will receive a letter indicating that they are no longer enrolled in The Verrazano School but are still enrolled as a student at CSI.

Students can appeal for readmission after they have fulfilled the VELA requirement for the previous academic year as well as the current academic year. The student appeal letter must highlight: 1) how and when the student fulfilled the requirement, and 2) why they would like to be readmitted to The Verrazano School.

Professional Development – Students who do not complete the Professional requirements by the end of the first academic year in the program will receive a letter indicating that they are no longer enrolled in The Verrazano School but are still enrolled as a student at CSI.

Students who do not complete the Professional Development requirements by the end of the first year can appeal for readmission after the requirements have been completed the following year.
The student appeal letter must highlight: 1) how and when the student fulfilled the requirement, and 2) why they would like to be readmitted to The Verrazano School.

**Community Service** – Students who do not meet the community service requirement by the end of the academic year will receive a letter indicating that they are no longer enrolled in The Verrazano School but are still enrolled as a student at CSI.

Students can appeal for readmission after they have fulfilled the community service requirement for the previous academic year as well as the current academic year. The student appeal letter must highlight: 1) how and when the student fulfilled the requirement, and 2) why they would like to be readmitted to The Verrazano School. The student must also submit documentation of all completed community service hours.