

URP 470: Experience Credit Syllabus (3 credits)

(Revised 5/3/16)

Semester: Fall 2016

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Office Hours: By appointment depending on student schedule

Course Description: URP 470 is a skills-based hybrid course requiring 135 hours of work at a supervised site and a series of written assignments submitted online. The assignments will help you to reflect on your internship experience and personal progress in areas of the 10 Skill Sets identified on the last page of the syllabus. Offered in cooperation with the College of Arts and Sciences Advising office and SU Career Services and implemented by the Public Affairs Program, this experience will help you prepare to pursue a rewarding career path once you graduate.

Eligibility Requirements: This course is open to all undergraduates at the University who have secured a job or internship that requires 135 hours of work supervised by someone at the organization providing the internship/work experience. It counts as an upper-level Arts and Science elective credit.

Learning Objectives: The learning objectives listed below are described in the SkillsWin! Database (<http://database.skillswin.com>) or Bill Coplin's *10 Things Employers Want You to Learn in College Revised Edition 2012*.

1. Taking Responsibility
2. Developing Physical Skills
3. Communicating Verbally
4. Communicating in Writing
5. Working Directly with People
6. Influencing People
7. Gathering Information
8. Using Quantitative Tools
9. Asking and Answering the Right Questions
10. Solving Problems

Requirements

A. Fully register for the course:

- i. Fill out the official URP 470: Experience Credit form available at the College of Arts and Sciences Advising office and SU Career Services.
- ii. Carefully read this syllabus and all the required assignments before you agree to take this course.
- iii. Submit the Internship Proposal/Agreement and Site Supervisor Learning Agreement to SU Career Services.
- iv. You will receive an email from Career Services and Patty Terhune once your application has been accepted. **Within 24 hours of receiving this email**, please respond.

NOTE: You will lose one point for each day you do not contact Ms. Terhune past the receipt of the email.

B. Complete the assignments listed below by the stated deadlines. Materials for these assignments are available on the URP 470 Blackboard which you will be added to upon signing up for the course.

1. Career Services' Reporting Requirements-10 points
2. Weekly Hours' Logs-10 points
3. Chart of Schedule- 5 points
4. Resume and LinkedIn Profile- 5 points
5. Skills' Assessments-10 points (5 points each)
6. Trend Line Graph Practice Assignment- 5 points
7. Final Electronic Portfolio- 25 points
8. 135 Internship hours-30 points

This course is graded A-F based upon the criteria outlined in the syllabus

Brief Description of Assignments

- A. Career Services Reporting Requirements
 - a. You **MUST** complete mid-term self-evaluation
 - b. You **MUST** complete end of term self-evaluation
 - c. You will not be penalized if your supervisor does not fill out their section of the evaluations but you should encourage them to

- B. Weekly Hours' Logs
 - a. Submit Weekly Hours to your TA each **Saturday by 11:59 PM.**
 - b. Failure to meet the deadline will result in a deduction of **one point** and loss of the hours logged for that week.
 - c. A required trend line graph of all hours worked during your internship will be submitted in your Electronic Portfolio.

- C. Time Management Assignment
 - a. Due to the nature of this course, due dates are assigned by week. To avoid any future confusion, make a chart of your timeline for the course. The chart should include three columns for week, dates, and assignments due. An example will be provided on the blackboard for the course.
 - b. This is due when you submit your first hours' log.

- D. Resume and LinkedIn Profile
 - a. Create a LinkedIn Profile and connect with Patricia Terhune during your first week.
 - For tips to get your profile started, visit <https://university.linkedin.com/linkedin-for-students>.
 - b. Create a resume and send it to your TA, or submit an existing one
 - During the semester you will revise your resume
 - At the end of the semester, place your revised resume as the first item in your ePortfolio with a brief discussion of how it changed. In your reflection paper in your ePortfolio, discuss how the entire experience impacted your resume.

- E. Skills Assessments
 - a. Use the SkillsWin! Database through <http://database.skillswin.com/> or the corresponding skills' set in Bill Coplin's *10 Things Employers Want You to Learn in College*.
 - b. Complete the first part of the Skills' Assessment **no later than the third week of the internship.**

- c. Complete the second part of the Skills' Assessment **no later than the fifth week of the internship.**

F. Trend Line Graph Practice Assignment

- a. Use the hours completed during Weeks 1-4 of your internship as data to create a Trend Line Graph using the directions provided.
- b. Submit the graph by **Sunday 11:59 pm** of your fourth week.

G. Final Electronic Portfolio

This portfolio must be sent to your TA by the end of your internship **no later than 9:00 PM on the last day of exams for that semester.** This portfolio will include:

- I. Up to Date Resume and How it Changed
- II. Hours Worked and Tasks Completed
- III. Skills Assessments
- IV. Reflection Paper
- V. Email to Supervisor with Reflection Paper and feedback from Supervisor
- VI. Networking Prospect Form
- VII. Products Produced during Internship
- VIII. Proof of Submission of Course Evaluation Survey

Internship Hour Requirements

You must complete **135 total internship hours** for full credit in the course. If you have completed hours for your internship prior to your enrollment in 470, you may use up to **30 hours** towards the necessary 135 hours. You **CANNOT** count hours logged for a week in which you did not submit an hours' log. Failure to submit a weekly hours' log by the deadline will result in a loss of points for that week's log, and any hours logged that week will not count toward the necessary 135. Once you complete your 135-hour requirement you no longer have to submit hours' logs. **The last hours' log is due at 9 pm on the last day of Finals.**

Losing Points

- A. Failure to complete 135 internship hours will result in a point lost for each hour that is not accounted for.
- B. Points can be lost for late submission of assignments.
- C. Each assignment will be graded according to three criteria:
 - Completeness/ Following Directions
 - Writing Quality
 - Answer Quality

GRADE SHEET FOR URP 470: Experience Credit

Name:

Date

| <u>Assignments</u> | <u>MAXIMUM POINTS</u> | <u>YOUR SCORE</u> | <u>COMMENTS</u> |
|-----------------------------|-----------------------|-------------------|-----------------|
| Career Services Reporting | 10 | | |
| Weekly Hours Logs | 10 | | |
| Resume and LinkedIn Profile | 5 | | |
| Time Management Assignment | 5 | | |
| Skills Assessments | 10 | | |
| Practice Trend Line Graph | 5 | | |
| Final Electronic Portfolio | 25 | | |
| Complete internship work | 30 | | |
| Total Points Earned: | 100 | | |

POINTS DEDUCTED

- Failure to respond to emails or phone calls within 24 hours:1- 5 points per incident
- Failure to meet deadlines for all required assignments: 1-5 points
- Failure to complete a total of 135 hours of internship work: 1 point for each hour under 135.

Points Deducted _____

Total Final Points _____

*Final Grade _____

Letter grades are assigned according to the following: A=93-100 A-=90-92
B+=87-89 B=83-86 B-= 80-82 C+ 77-79 C= 73-77 C-=70-72 D=60-69 F= under 60

Additional Policies

1. Syracuse University's Academic Integrity Policy holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about University policy. The University policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion. For more information and the complete policy, see <http://academicintegrity.syr.edu>.
2. **NO INCOMPLETES** If your work is not finished **by 9 p.m. on the last day of the exam period**, a zero for the unfinished work will be averaged into the grade. A grade of incomplete will not be given. **No exceptions to this policy.**
3. Disability-Related Accommodations Students who are in need of disability-related academic accommodations must register with the Office of Disability Services (ODS), 804 University Avenue, Room 309, 315-443-4498. Students with authorized disability-related accommodations should provide a current Accommodation Authorization Letter from ODS to the instructor and review those accommodations with the instructor. Accommodations, such as exam administration, are not provided retroactively; therefore, planning for accommodations as early as possible is necessary. For further information, see the ODS website, Office of Disability Services <http://disabilityservices.syr.edu/>
4. SU religious observances notification and policy, found at <http://hendricks.syr.edu/spiritual-life/index.html>, recognizes the

diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes and by the submission deadline for flexibly formatted classes.

5. I intend to use academic work that you complete this semester for educational purposes in this course during this semester. Your registration and continued enrollment constitute your permission.

SkillsWin!



Skill Set 1 - Taking Responsibility

- 1 - Motivate Yourself
- 2 - Be Ethical
- 3 - Manage Your Time
- 4 - Manage Your Money



Skill Set 6 - Influencing People

- 19 - Manage Effectively
- 20 - Sell Successfully
- 21 - Politick Wisely
- 22 - Lead Effectively



Skill Set 2 - Developing Physical Skills

- 5 - Stay Well
- 6 - Look Good
- 7 - Type Well
- 8 - Write Legibly



Skill Set 7 - Gathering Information

- 23 - Search the Web
- 24 - Use Library Holdings
- 25 - Use Commercial Databases
- 26 - Conduct Interviews
- 27 - Use Surveys
- 28 - Keep and Use Records



Skill Set 3 - Communicating Verbally

- 9 - Converse One-on-One
- 10 - Present to Groups
- 11 - Use Visual Displays



Skill Set 8 - Using Quantitative Tools

- 29 - Use Numbers
- 30 - Use Graphs and Tables
- 31 - Use Spreadsheet Programs



Skill Set 4 - Communicating in Writing

- 12 - Write Well
- 13 - Edit and Proof
- 14 - Use Word Processing Tools
- 15 - Master On-Line Communication



Skill Set 9 - Asking and Answering the Right Questions

- 32 - Detect Nonsense
- 33 - Pay Attention to Detail
- 34 - Apply Knowledge
- 35 - Evaluate Actions and Policies



Skill Set 5 - Working Directly with People

- 16 - Build Good Relationships
- 17 - Work in Teams
- 18 - Teach Others



Skill Set 10 - Solving Problems

- 36 - Identify Problems
- 37 - Develop Solutions
- 38 - Launch Solutions

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