URP 270: Experience Credit Syllabus (1 credit)

Semester: Spring 2015
Instructor: Bill Coplin
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Office Hours: by appointment depending on student schedule

Course Description:
This course is a skills-based hybrid course requiring 45 hours of work at a supervised site and a series of written online assignments. The assignments specified below 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. This course is only offered PASS/FAIL.

Eligibility Requirements
This course is open to all undergraduates at the University who have secured an internship that requires 45 hours of work supervised by someone at the organization providing the internship experience. It counts as an upper-level Arts and Science elective credit.

Learning objectives:
The learning objectives listed below are described in the SkillsWin! 10 Skill Sets.*

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

*See Bill Coplin’s 10 Things Employers Want You to Learn in College Revised Edition 2013 or the Skills Win! Database available through the SU library system
Academic Requirements

To receive a Pass on this course, you must complete each of the following:

A. Fully register for the course:
   
i. Use the official URP 270: Experience Credit form available at casadvising.syr.edu. Once there, scroll over “Careers & Majors” tab, and click on “Experience/Internships for Credit.” The form is also available at the College of Arts and Sciences Advising office or SU Career Services.
   
   ii. Carefully read this Syllabus and all the required assignments described on the URP 270 page under “Experience/Internships for Credit” 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 Alex Doney once your application has been accepted. Within 24 hours of receiving this email, contact Alexandra Doney at Aldoney@syr.edu to confirm registration.

Note: You will lose one point for each day past your receipt of the email from Ms. Doney.

B. Complete all of the following assignments. Materials for these assignments are available on the URP 270 page located at casadvising.syr.edu under Career & Majors, “Experience/Internship.”

1. Career Services Reporting Requirements
   
a. Mid-term self-evaluation
   
b. End of term self-evaluation

2. Skills Assessments (Week 3 of Internship)
   
a. Use the SkillsWin! Database through the SU Library or the corresponding skills’ set in Bill Coplin’s 10 Things Employers Want You to Learn in College.
   
b. Complete the Skills’ Assessment no later than the third week of the internship.

3. LinkedIn Profile Assignment
   
a. Create a LinkedIn Profile and link with Alexandra Doney (Week 1).
      • For tips to get your profile started, visit Linked In for Students.
4. Resume Revision Assignment
   a. Create a resume at the beginning of class and send it to your TA (Week 1)
      • At the end of the semester, you will send your revised resume with a one-page report on how your internship experience impacted your resume.

5. Complete 45 hours of internship work.

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 the Academic Integrity website.

2. NO INCOMPLETES If your work is not finished by 3 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.
SkillsWin!

Skill Set 1 - Taking Responsibility
1 - Motivate Yourself
2 - Be Ethical
3 - Manage Your Time
4 - Manage Your Money

Skill Set 2 - Developing Physical Skills
5 - Stay Well
6 - Look Good
7 - Type Well
8 - Write Legibly

Skill Set 3 - Communicating Verbally
9 - Converse One-on-One
10 - Present to Groups
11 - Use Visual Displays

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 5 - Working Directly with People
16 - Build Good Relationships
17 - Work in Teams
18 - Teach Others

Skill Set 6 - Influencing People
19 - Manage Effectively
20 - Sell Successfully
21 - Politick Wisely
22 - Lead Effectively

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 8 - Using Quantitative Tools
29 - Use Numbers
30 - Use Graphs and Tables
31 - Use Spreadsheet Programs

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

Get the App!
www.SkillsWin.com

(Revised 1/9/15)