

# URP 470: Experience Credit Syllabus (3 credits)

(Revised 1/18/17)

## Semester: Spring 2017

Instructor: Bill Coplin

Office: 102 Maxwell

Contact: Email Course Administrator Kyra Meister or Teaching Assistant Patty Terhune, both can be reached at [taforurp470@gmail.com](mailto:taforurp470@gmail.com)

Office Hours: By appointment

**Course Description:** URP 470 is a skill-based experience credit course requiring 135 hours of work at a supervised site and a series of online written assignments. The assignments will help you to reflect on your internship experience and personal progress in 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. Due to the number of students in this course, you will be assigned to either work with Kyra Meister or Patty Terhune. You will hear from them who you should report to. Questions can be emailed to the joint email address above and the appropriate TA will respond.

**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. It counts as upper-level Arts and Science elective credit.

**Learning Objectives:** The learning objectives listed below are described in the SkillsWin! Database (<http://skillswin.syr.edu/database>) and 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 to SU Career Services.
- iv. You will receive an email from Career Services and Kyra Meister once your application has been accepted. **Within 24 hours of receiving this email**, please respond. If you would like to reach out to Ms. Meister to ensure quick entry to the course, please email her at taforurp470@gmail.com.

**NOTE: You will lose one point for each day you do not contact Ms. Meister 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. Time Management Assignment - 5 points
4. Resume/LinkedIn - 5 points
5. Budget Assignments – 5 points (2.5 points each)
6. Skills' Assessments - 10 points (5 points each)
7. Trend Line Graph Practice Assignment - 5 points
8. Final Electronic Portfolio - 20 points
9. 135 Internship hours - 30 points

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

## Brief Description of Assignments

Weekly folders are provided on the course Blackboard with all of the assignments for each week. More detail on these assignments is also provided on the Blackboard.

- 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 Sunday 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. Once you complete the required 135 hours you no longer need to submit hours' logs.
  
- C. Time Management Assignment
  - a. You will be given formatting guidelines to create a table of assignment due dates for your course. An example will be provided on the Blackboard for the course.
  - b. This is due **in Week 1.**
  
- D. Resume/LinkedIn
  - a. Submit your current resume to Blackboard as soon as it is available. It must be handed in by the time **in Week 1.**
  - b. At the end of the semester, the first item in your ePortfolio is a revised resume with a brief discussion of how it changed.
  - c. Create a LinkedIn Profile and connect with [Patricia Terhune](#) and [Kyra Meister](#) **in Week 1.**
    - For tips to get your profile started, visit <https://university.linkedin.com/linkedin-for-students>.
  
- E. Skills Assessments
  - a. Use the SkillsWin! Database through <http://skillswin.syr.edu/database> 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 **in Week 3.**
  - c. Complete the second part of the Skills' Assessment **in Week 6.**

F. Budget Assignment

- a. Using the budget spreadsheet on Blackboard, plan your budget for the next month **in Week 3**.
- b. You will update this budget with actual amounts spent and received **in Week 7**.

G. 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 **in Week 4**.

H. Final Electronic Portfolio

This portfolio must be sent to your TA by the end of your internship **no later than 5:00 PM on the last day of exams for that semester**. This portfolio will include:

- I. Revised Resume and How It Changed
- II. Hours Worked and Tasks Completed
- III. Skills Assessment and Evaluation of Skill Improvement
- IV. Reflection Paper
- V. Email to Supervisor with Evaluation of Skill Improvement 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. One point will be lost every day that assignments are submitted late.
- 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:

<u>Date</u>	<u>MAXIMUM</u>	<u>YOUR</u>	
<u>Assignments</u>	<u>POINTS</u>	<u>SCORE</u>	<u>COMMENTS</u>

Career Services Reporting	10		
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Weekly Hours Logs	10		
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Resume	5		
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LinkedIn	5		
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Time Management Assignment	5		
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Skills Assessment 1	5		
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Skill Assessment 2	5		
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Practice Trend Line Graph	5		
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Final Electronic Portfolio	20		
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Complete internship work	30		
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Total Points Earned:	100		
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**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 point per day late
- 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 reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The 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 work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. SU students are required to read an online summary of the University's academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice. For more information about the 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.



## 10 Skill Sets for Success in Career and Citizenship

To improve your skills and get more information please email [skillsexperienceproject@gmail.com](mailto:skillsexperienceproject@gmail.com) or visit [database.skillswin.com](http://database.skillswin.com)



### 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 Online 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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**SKILLS THROUGH EXPERIENCE**  
*program*