Skills Through Experience Program (STEP): A Brief Description
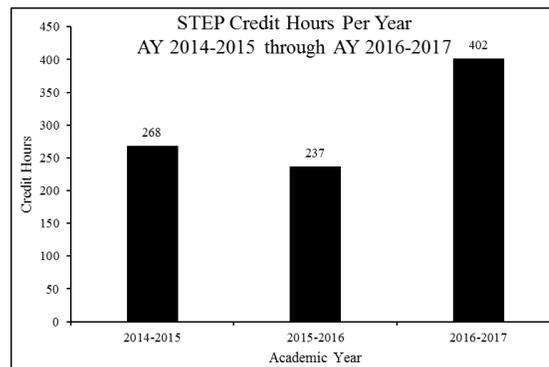
By Bill Coplin, Director of the Public Affairs Program and the Policy Studies Program 4/4/2017

The Skills Through Experience Program (STEP) helps all Syracuse University students develop the 10 Skill Sets (appearing on the back) necessary for career success and effective citizenship. STEP provides opportunities for undergraduates working or volunteering on and off campus to improve their skills and earn credit. Over 900 credit hours have been completed since fall 2014.

The four components of STEP are:

1. **EXPERIENCE AND INDEPENDENT STUDY COURSEWORK**

   - **URP 270 (1 credit) and URP 470 (3 credits) Experience Credit:** Students can sign up for a skills internship with me as their faculty advisor. A skills internship is one in which the reflective work for the internship is related to the 10 Skill Sets, rather than a specific scholarly field. Students complete a series of online assignments connected to the required 45 internship hours per credit.

   - **PAF 410 (3 credits) Practicum in Public Policy, SU Policies:** Sections of this course are offered through the Public Affairs Program and administered by Practitioner Experts staff members and supervisors in different units on campus. Students employed in supervisory positions with extensive training required by the organization can sign up for the course. Eight organizations provided this opportunity in spring 2017 including the Residence Life Policy Implementation, Literacy Core, Recreation Service, and Food Services.

   - **PAF 490 (1-3 Credits) Independent Study:** Student complete a series of research tasks for clients at SU and in the community.

2. **STEP RECOMMENDED COURSES:** The STEP website promotes courses across the university open to all undergraduates that include a skills practice through hands-on experience.

3. **STAFFING PROGRAM**: Through limited funds available to the Public Affairs Program from alumni donors, students receive compensation to work off-campus in Syracuse.

4. **SKILLS WIN DATABASE:** Available through the STEP website, the database provides instructional material in the form of videos and websites for each of the 38 skills in the 10 Skill Sets. Students participating in some of the STEP courses evaluate and suggest other websites and videos on an on-going basis.

For more information and syllabi, visit skillswin.syr.edu or email Bill Coplin (wdcoplin@syr.edu) for a more detailed description and a rationale for STEP.

SKILLS**WIN**

10 Skill Sets for Success in Career and Citizenship

*To improve your skills and get more information
please email skillsexperienceproject@gmail.com*

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 Online 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

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SKILLS*THROUGH*EXPERIENCE
program