

URP 270: Experience Credit Syllabus (1 credit)

(Revised 5/3/16)

Semester: Fall 2016

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Office Hours: by appointment depending on student schedule

Course Description: URP 270 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 database.skillswin.com

Academic Requirements

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

A. Fully register for the course:

- i. Fill out the official URP 270: Experience Credit form available at the College of Arts and Sciences Advising office or 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**, contact Patty Terhune at taforurp470@gmail.com to confirm registration.

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

B. Complete all of the following assignments. Materials for these assignments are available on the URP 270 page located at casadvising.syr.edu under "Experience/Internship for Credit."

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

2. LinkedIn Profile Assignment
 - a. Create a LinkedIn Profile and link with Patricia Terhune (Week 1).
 - For tips to get your profile started, visit <https://university.linkedin.com/linkedin-for-students>.

3. 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.
4. Skills Assessments (Week 3 of Internship)
 - a. Use the SkillsWin! Database at database.skillswin.com 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.
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 <http://academicintegrity.syr.edu>.
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 <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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