Second-Year Transformational Experience Program
Professional Development Co-Curricular (PDC) Presenter Guide

STEP Overview

Ohio State's Second-year Transformational Experience Program (STEP) was developed as a continuation of the university's efforts to redefine the student experience. STEP is designed to focus on student development and empowers students to engage in activities that cater to their individual interests and needs.

A central feature of STEP is giving participants the chance to engage with faculty outside of the classroom. During their time together, STEP Faculty Mentors help students to explore their personal, academic, and career goals through small group activities and one-on-one relationship building. They also guide students through the process of developing and proposing a STEP Signature Project focused within one or more of the following categories: education abroad, leadership, creative and artistic endeavors, undergraduate research, service-learning/community service and internships.

Following the successful completion of program requirements, students are eligible to receive a fellowship that will support their STEP Signature Project. This funding is intended to help students engage in experiences they may not otherwise be able to during their time at OSU.

Professional Development Co-Curriculars (PDCs)

A cornerstone of STEP is connecting second-year students with meaningful co-curricular experiences on campus that support their development, encourage skill development, and provide opportunities for personal reflection. Prior to April 1st, all STEP participants must register for, attend, and reflect on their participation in three PDCs of their choosing. **To allow for students to have enough time to reflect on sessions, the last day for offering a PDC will be March 15.** We invite you to contribute your programs and events to our PDC calendar. We are seeking programs, workshops and events that support students in one or more of the following developmental themes:

- Career Preparation
- Community Engagement/Global Citizenship
- Discovery Themes
- Digital Wellness
- Information Literacy/Academic Success
- Leadership Development
- Wellness

We also ask that presenters indicate a skill set that students will enhance by participating in your session:

- Communication
- Critical Thinking
- Self-Awareness
- Ethical Decision Making
- Interpersonal Engagement
- Global Citizenship

Audience

While you are welcome to submit existing programs that are already planned, we ask that the PDC be principally applicable to second-year students. The program may be open to other ranks of students, but we want to ensure that the content is particularly meaningful to those in their second year. To ensure a strong link and transition between the first and second years, we have actively partnered with the First Year Experience (FYE) and their First Year Success Series (FYSS). Note that many students have attended introductory programs through the FYSS, so STEP PDCs should explore topics at a deeper or more advanced level as they relate to developmental needs in the second year.

Program Logistics

Presenters will be able to submit events through the STEP webpage at any time beginning Aug. 15th by visiting http://step.osu.edu/programs. You can also access the presenter submission form by selecting the Professional Development Co-Curricular tab on the left-hand menu. You'll be asked to submit the information listed below about your event. After your submission, the program will be approved and appear on the STEP calendar for students to view. Please allow up to four days for approval.

- Program Title, Date, Time and Location
- Presenter Name & Contact Information
- Delivery method—Virtual or In-person
- Program Description
- Program Learning Outcomes (LOs)—please provide one to three LOs that describe what participants should be able to do or know as a result of participation in the program
- Program Format
- Program Audience—please note that you are welcome to indicate here if you want to limit participants to select student groups or affiliations (i.e. Scholars, specific majors, etc.)
- Program theme (choose all that apply)
- Skill theme (choose all that apply)
- Special Registration Instructions—this field is optional; if you have a separate process you would like students to complete to register for the program, please provide instructions here

Virtual PDC Offerings

STEP recognizes that many units on campus will shift their offerings to a virtual delivery method due to covid-19 guidelines and recommendations. We are excited to be able to list virtual options on our PDC calendar. You will be able to indicate if you plan to offer a program virtually or in-person. If it is being offered virtually, you will be able to include the link to the zoom meeting/webinar. To help make the process as seamless as possible for students, please make sure do the following:

- When creating your zoom invitation, scroll down to "Meeting Options" and ensure that you select the box that reads "Only authenticated users can join." By checking this feature, you will be able to track attendance records easily and it overrides the need for a student to input a passcode for the event.

Accommodation Requests

STEP is committed to providing accessible PDC offerings for all STEP participants. This year, we will be including a statement on the PDC landing page that encourages students to communicate their requests for support and accommodations, ideally two weeks in advance of a PDC offering. If we receive a request, the STEP team will reach out to you to discuss digital captioning services or other accommodation needs. If you have questions or concerns related to the digital accessibility policy or resources, you can visit https://accessibility.osu.edu/digital-accessibility-policy/.

Attendance Tracking

STEP appreciates your support with taking and entering attendance for your PDCs.
You will be able to enter the attendance yourself online after the event. If a student
attends your session and did not appear on the registration list, please direct them to personally email
step@osu.edu within 24 hours of attending the program so that the administrative staff can add it to their STEP
dashboard.

Program Reflections

After attending a PDC, students have 14 days to complete an online reflection through their STEP dashboard.
Please do not field any questions related to reflection submissions. Instead, you should refer students to email
step@osu.edu with any questions or concerns. See below for the reflection questions:

They will be asked the extent to which:
- The presenter shared this information in a format that was easy to understand.
- I found the information in this session to be relevant in my second year at Ohio State.

They will also respond to the following questions:
- Describe the session you attended and what you learned as a result of attending:
- Describe how you might apply what you learned in order to achieve your future personal, academic and/or career goals.

FAQs

I've submitted a program. How long will it take to be approved on the backend?
> *Please allow four business days for your submission to be reviewed and approved. If you need immediate assistance managing a PDC submission, you can email step@osu.edu.*

How long should my program last?
> *While there is no maximum limit to the length of your program, we ask that the minimum length for an in-person be one hour. If you are hosting a virtual PDC, you might consider the benefits of limiting your content to 30-45 minutes in an effort to combat zoom fatigue.*

Are there any restrictions on dates for educational programs?
> *Yes. In light of the fact that students must complete their PDCs, including reflections, by April 1st, PDCs can't occur after March 15. We recommend that PDCs begin after September 7th as students will not discuss this component of the program with their STEP cohort and faculty mentor before this date. We want to ensure that students discuss PDCs within their cohort before making selections to ensure that they choose programs congruent with their goals and interests.*

What are the deadlines for submitting programs?
> *There are no deadlines for program submissions. Students will be attending programs throughout the academic year, so please feel free to list additional programs at any time.*

How can I find out who has registered to attend my PDC?
> *The individual who submits the PDC will be able to pull real-time lists of program attendees online. This will update as students register for your specific event.*

Can I edit or make changes to my PDC once it's been approved?
> *Yes, you have the ability to go back into the calendar to make edits to your PDC. Students who have registered for the program will automatically be notified of any changes you make to the program. You can cancel the program by clicking the "Delete" button next to the PDC needing to be canceled. This*

will automatically email any students who are signed up for the program to notify them of the cancellation.

Questions?

For Columbus campus PDC inquiries, please contact Beth Fines (.2) or step@osu.edu with any questions or feedback regarding your STEP PDC submissions.

For inquiries related to PDCs offerings on the regional campuses, please contact Rebecca Kapusta (.5) or your individual campus STEP team at stepnewark@osu.edu, stepmansfield@osu.edu, stepATI@osu.edu, stepmarion@osu.edu, or steplima@osu.edu.

Best Practices for PDCs:

- We are looking for programs and sessions that provide students with the opportunity to reflect and interact with you and their peers. Information sessions during which students are passive recipients are discouraged. Consider opening the session with some rapport-building exercises, ice-breakers or introductions.

- While your program may be open to students across class ranks, we encourage acknowledgement of the second years as you open and provide context about the session. Past STEP participants have shared that the most frustrating PDCs they've attended are those that delivered the same content as a FYSS session without acknowledging or articulating how the information is pertinent in the second year.

- In reviewing the scholarly literature and research about second year developmental needs and challenges, it becomes clear that second years are grappling with big questions related to their majors, social groups, and career aspirations. Providing space for students to reflect individually or in small groups is one of the best tools for supporting their development.

- Consider beginning your PDC with a reflection activity that allows students to take stock of where they are in relation to the topic you're exploring together. They have a year's worth of lived experience to draw upon.

- Second-year students appreciate knowing how the content or theme of the PDC will help them to be successful—be clear with them up front about what you hope they'll gain through the session and what they will be able to do with the new information.