New for 2022

If you are a seasoned PDC partner, we want to draw your attention to a few key updates and reminders for the year ahead:

- The PDC submission form is now live. The last day to offer a PDC will be March 1, 2023. We hope that an earlier deadline will support students in meeting this STEP requirement in advance of spring break.
- We will continue to welcome both in-person and virtual program submissions in the year ahead.
- System Enhancements
  - If you are offering a virtual PDC that you would like to open to the Ohio State regional campus STEP participants, you will be able to submit a single program submission form and simply select the campuses you would like to invite to participate.
  - For the first time, you will be able to directly access program participants’ feedback and reflections through our system. You can export their responses through the attendance tracking page.

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 and internships. Following the successful completion of program requirements, students are eligible to receive a fellowship that will support their STEP Signature Project.

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. 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
- Digital Literacy
- Discovery Themes
- Information Literacy/Academic Success
- Wellness
- Leadership Development
We also ask that presenters indicate the skills/competencies 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. 15 by visiting our [PDC website](#). You can also access the presenter submission form by selecting the Professional Development Co-Curriculars icon on STEP’s homepage. 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
- Contact Name, Phone, Email (this individual will be the only person able to make edits and pull/track attendance and reflections)
- Session Description—your audience for this section is STEP students
- 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.)
- 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
- Program theme (choose all that apply)
- Skill theme (choose all that apply)
- Schedule
  - This is the section that allows you to select if the program will be in-person or virtual, along with the max number of participants.
  - If you are offering the program multiple times throughout the year, you will be able to create a recurrence, so you do not need to submit individual programs.
  - You will be able to check all of the campuses that you’d like to have your PDC opened to on this page, as well. We ask that you restrict in-person programs to Columbus campus only.
  - Please note that if you are offering a series of workshops with unique content, you should not list those as recurrences. Our system prevents a student from registering for more than one PDC with the same title.
FAQs

I’ve submitted a program. How long will it take to be approved on the backend?
Please allow three 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 be 45 minutes.

Are there any restrictions on dates for educational programs?
No. Your program can be offered during anytime school is in session in autumn or spring semester. We encourage a wide range of program times including nights and weekends to accommodate busy student schedules.

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. Please note that students must attend their final PDC by March 1, so we encourage you to offer programs prior to that date.

How can I find out who has registered to attend my PDC?
If you login to our PDC system, you will be able to access and manage your approved programs, including pulling attendance and reading submitted reflections.

Can I edit or make changes to my PDC once it’s been approved?
Yes, you have the ability to go back into your sessions 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.

Will participants evaluate the PDCs they attend?
Yes, students will complete a brief online reflection, which will be reviewed by their STEP Faculty Mentor. 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.

Am I required to take attendance?
We’d welcome you to take attendance at your PDCs this year to support our efforts to ensure student participation in sessions. You can manage attendance through the PDC submission site. If you have students attend who didn’t originally sign up, please instruct them to email step@osu.edu within 24 hours of the PDC and we can add the session to their dashboard. We encourage you to put the ball in court of the students rather than emailing on their behalf. You will be able to mark attendance for all program attendees, regardless of their campus, on the same page.

A Note about Accessibility

STEP is fully committed to ensuring that all of our participants can actively engage in our programs and activities. We have requested that students notify step@osu.edu at least two weeks in advance to request specific accommodations. Should we be contacted about one of your offerings, we will be in touch with you to ensure we are partnering to meet the needs of the student. We encourage you to be actively considering accessibility in both the design and implementation of your PDCs this year.
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 to acknowledge 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.

• If you are offering a virtual PDC for students on the Columbus and regional campuses, please be mindful of this when you offer resources and next steps for them to pursue. You can also acknowledge and welcome regional participants at the start to ensure that the student participants are aware that there is a mix of students from various campuses.

Questions?

Please contact Beth Fines (.2) or step@osu.edu with any questions or feedback regarding your STEP PDC submissions.