# STEP

Second-year Transformational
Experience Program

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# Professional Development
# Co-Curricular (PDC)
# Presenter Guide

The Ohio State University

## STEP Overview

The Second-year Transformational Experience Program (STEP) represents a unique opportunity for second-year students to explore their academic, personal, and professional goals under the guidance of a Faculty Mentor. Through engagement in small-group cohort meetings and other specialized programming, students develop skills in financial literacy, career exploration, and wellness. The program culminates in the pursuit of a STEP Signature Project in one of the following categories: Creative and Artistic Endeavors, Education Abroad, Internship, Leadership, Service Learning or Undergraduate Research, for which eligible transformational experiences may receive up to $2,000 in STEP Funding. Afterwards, students present their projects at the STEP Expo, a showcase of experiential learning.

### New for the 2023-2024 Academic Year:

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

- **STEP will now require attendance at two PDC sessions for each STEP participant** (a change from the prior requirement of three sessions). Due to the revised GE and new Launch seminar, students have additional opportunities and requirements to explore their personal and professional interests.
- The **PDC submission form** is now live. **PDC sessions can be offered from September 1, 2023, until March 1, 2024.** Students will have two weeks following their session to complete their reflection in the STEP Dashboard.
- If you plan to offer the same PDCs from previous years, you can manage your PDC submissions and simply add the new dates to the previous submission. By adding the new dates, the PDC will route to STEP Administration for review. **Please do not edit/delete PDC dates that occurred in the past.**

## Professional Development Co-Curriculars (PDCs)

A cornerstone of STEP is connecting second-year students with meaningful co-curricular experiences on campus that support their personal and professional development, build skills, and provide opportunities for personal reflection. Prior to March 1st, all STEP participants must register for, attend, and reflect on their participation in two 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
- Inclusive Community/Global Citizenship
- Digital Literacy
- Discovery Themes

- Information Literacy/Academic Success
- Health and Well-Being
- Leadership Development

We also ask that presenters indicate the skills/competencies that students will enhance by participating in your session including:

- Communication
- Critical thinking
- Self-Discovery

- 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 relevant 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.

We will continue to welcome both in-person and virtual program submissions in the year ahead. Campus partners on the Columbus campus frequently offer PDCs in-person or focused on services specific to the Columbus campus. However, 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 select any of the campuses you would like to invite to participate.

Many students have attended campus programs through the First Year Success Series (FYSS) and many partner offices offer similar or identical FYSS sessions as PDCs. Please help the STEP participants to understand if the PDC session is the same one or a different one. We suggest that your STEP PDC title or description include information if the session is cross listed on the FYSS, or if it is exploring content at a deeper or more advanced level than a similar FYSS offering.

## A Note about Accessibility

STEP is fully committed to ensuring that all 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 accommodations for a PDC. Should we be contacted about one of your sessions, 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.

## 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, icebreakers, or introductions.

- While your program may be open to students across class ranks, we encourage you to acknowledge the second-year students 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 an 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-year students 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.

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- 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 at least a year's worth of lived college 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.

## Program Logistics

Presenters can submit events through the STEP PDC system. You can also access the presenter submission form by selecting the Professional Development Co-Curriculars icon on STEP's homepage.

You will be asked to submit the following information listed in this document. After your submission, the program will be reviewed by STEP Administration for approval. Once your program is approved, it will appear on the STEP calendar for students to view and register.

**Please allow up to four business days for program approval.**

### Adding a New PDC

NOTE: If you would like to add a date to a PDC that you have previously offered, do not create a new PDC. Instead, you will add new sessions to your preexisting PDC.

1. Click the "Add New Co-Curricular Program" button.

Manage Professional Development Co-Curriculars

**+ Add New Co-curricular Program**

2. Fill out the fields to provide information about your PDC. Please include the following information:

a. **Program Title**
b. **Contact Name, Phone, Email** - note that this individual will be the only person able to edit and pull/track attendance and reflections.
c. **Session Description -** your audience for this section is STEP students. We suggest that you specify if the same session is cross listed on the FYSS.
d. **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.
e. **Session Format**
f. **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.).
g. **Special Registration Instructions -** this field is optional; if you have a separate process you would like students to complete to register for the program or obtain tickets, please provide instructions here.
h. **Content theme** (choose all that apply)
i. **Skill theme** (choose all that apply)
j. **Schedule**

   i. This is the section that allows you to select if the program will be in-person or virtual, along with the maximum number of participants.
   ii. If you are offering the same program multiple times throughout the year, you will be able to create a recurrence, so you do not need to submit individual programs. Please note that if you are offering a series of workshops with unique content in each session, you should not list those as recurrences. Our system prevents a student from registering for more than one PDC with the same title.
   iii. You will be able to check all the campuses that you'd like to have your PDC opened to on this page, as well. If your program is virtual and the content is not campus specific, we suggest that you make it available to all campuses. If your program is in-person, please restrict attendance to the campus where it is offered.
   iv. 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.

3. Add a program time for each session that you are offering. Please click the "Upload Program Time" button for each session.

**Schedule**

Use this section to define your program schedule. Your program can occur on multiple days.

- Editing or Deleting schedule dates/times will send out an automated email to all students affected by the change.
- Programs may not be scheduled between March 16th and August 31st.
- You are not able to edit or remove schedules that happened in the past.

| # | Location | Type | Max Participants | Date | Start | End | Manage |
|---|----------|------|------------------|------|-------|-----|--------|
| 1 | Nosker House, Burgee Room | In Person | 50 | Wed Feb 22, 2023 | 10:00 AM | 11:00 AM | |
| 2 | https://osu.zoom.us/j/95053941624?pwd=ZEN4MjFmK1Boa2FFNEJKbkVnbkZYZz09 password: 721731 | Virtual | 200 | Wed Mar 1, 2023 | 02:00 PM | 03:00 PM | |

Location*

Presentation Type*
○ In-Person
○ Virtual

For Virtual presentations please list the Zoom link in the location box.

Max Number of Participants*

Date*
mm/dd/yyyy

Is this an All-Day event?*
○ Yes ○ No

Restrcicted to specific Campus(es)
☐ Columbus
☐ Lima
☐ Mansfield
☐ Marion
☐ Newark
☐ ATI

If your event is only for students on a specific campus, please select the eligible campus(es). If no restriction, leave all options unchecked.

[Upload Program Time] [Cancel]

4. When you have finished entering this information, click the "Submit PDC for Review" button located at the bottom of the page.

[Submit PDC for Review] [Cancel]
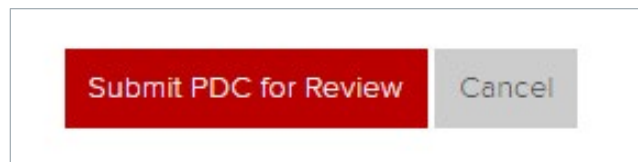
## Adding or Cancelling a Session for a Preexisting PDC

1. On the "Manage Professional Development Co-Curriculars" page, click the "Edit" button next to the relevant program that you would like to edit.

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2. Go to the "Schedule" section near the bottom of the page.

3. To add a new time, input information and click the "Upload Program Time" button for each session that you are adding.

4. Ensure that you save the PDC by selecting "Submit PDC for Review."

5. To cancel a session, under the "Manage" column, select "Delete" if this time has not yet occurred. **NOTE:** PDCs cannot be cancelled after the scheduled session time.

        a) The system will generate an automatic communication to the registered students that the PDC has been cancelled.

## Marking Attendance

1. On the "Manage Professional Development Co-Curriculars" page, click the "Track Attendance" button next to the relevant program.



2. Select the relevant event date.

3. Check the box next to the names of students that attended the session.

4. Click the "Save" button.

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## Reports

1. On the "Manage Professional Development Co-Curriculars" page, click the "Reports" button next to the relevant program.

> ### Actions
>
> [Edit] [Track Attendance] [Reports]

2. Select the report you'd like to generate.

   a) You can export attendance reports and/or reflections.

| Program Name | Scheduled Date | [Actions] |
|---|---|---|
| Funding & Budgeting for Domestic STEP Service-Learning & Leadership Signature Projects | 2/27/2018 6:00:00 PM | [Export Attendance] [Export Reflections] |
| Funding & Budgeting for Domestic STEP Service-Learning & Leadership Signature Projects | 3/8/2019 3:00:00 PM | [Export Attendance] [Export Reflections] |

3. The report will generate in an Excel spreadsheet in a separate window.

# FAQs

**What is the PDC approval process?**

Once you submit your program information to the STEP Dashboard, the STEP Administration team will review your program for relevance to second-year students and information completeness. If your program is not approved, a STEP Admin will reach out to you with feedback about how the program could be adjusted to be approved.

Student organizations may submit PDC programs if they are relevant to second-year students, contribute to the PDC themes and skills, and if they have support from their organization advisor.

STEP participants are not able to view and register for your PDC until it is approved. We suggest you submit your program several weeks in advance to maximize student interest and attendance.

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**I've submitted a program. How long will it take to be approved?**

Please allow four business days for your PDC submission to be reviewed. If you need a quicker turnaround for your program approval, please contact Hillary Carter (.1379) or 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 or times for educational programs?**

Your program can be offered during anytime school is in session in autumn or spring semester from September 1, 2023 – March 1, 2024. 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, but submitting your program several weeks in advance will allow the most students to view and register for your session. Students will be attending programs throughout the academic year, so please feel free to list additional programs at any time. Students must attend their final PDC by March 1, so we will not approve programs after 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.

**What if I need to cancel my PDC?**

Once your PDC is approved and listed, we hope that you make every effort to offer the program to the students who have registered. In the case of an emergency, if you need to cancel your PDC, please login to our PDC system and cancel the session. The system will generate an automatic communication to the registered students.

**Will participants evaluate the PDCs they attend?**

Yes, students will complete a brief online reflection. They will be asked the extent to which:

a) The presenter shared this information in a format that was easy to understand.
b) 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:

c) Describe the session you attended and what you learned as a result of attending.
d) 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 welcome you to take attendance at your PDCs to support our efforts to ensure student participation in sessions. You can manage attendance through the PDC system. 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 the 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.

# Questions?

Please contact Hillary Carter (.1379) or step@osu.edu with any questions or feedback regarding your STEP PDC submissions.