

# SECOND-YEAR TRANSFORMATIONAL EXPERIENCE PROGRAM

## Guidelines for STEP Signature Project Proposal



STEP helps you to personalize and enhance your education by engaging in a transformational project that you create: your STEP Signature Project. STEP and your STEP faculty encourage you to think deeply about your values, aspirations, talents, and passions to build an educational framework that is yours alone, that will take you farther along the path to your future than any major or minor might do alone. STEP faculty will help connect you with more of the vast resources of The Ohio State University than you might discover and use through following a traditional curriculum.

Your project should be something you can accomplish between May 1, 2017 and August 15, 2018 that takes advantage of whom you are and who you hope to become. The proposal must explain how this will be a transformational experience for you. In order to be transformational, the project should be challenging and compelling for you. STEP funding is meant to help you overcome financial barriers while engaging in some combination of the Six Categories of high impact practices that are appropriate for you and your goals, so the proposal should identify the resources you used as you developed the project and will use as you complete the project. Finally, the proposal should discuss the feasibility of the project, identifying milestones toward completion.

### **The Six Categories of STEP Signature Projects**

- Artistic and Creative Endeavors
- Internships
- Leadership
- Service Learning and Community Service
- Study Abroad
- Undergraduate Research

### **STEP PROPOSAL COMPONENTS**

**(Please include these section headings in your proposal)**

#### **1. Personal Statement**

In one page (1-inch margins, 12-point font, single-spaced), write a personal statement that tells the story of who you are, where you hope to go, and how a STEP Signature Project can help you move toward your future. Please answer these questions in this section:

- Who am I?
- Who do I want to be?
- What kind of contribution do I want to make, and how?
- And in this case, How can my STEP Signature Project help me be who I want to be and make this contribution?

**2. Project Summary** - Please provide a 50 word summary that briefly describes your project.

### 3. Description of Your Project

In two pages (1-inch margins, 12-point font, single-spaced), present the basic elements of your proposed STEP Signature Project. Being able to articulate a clear, well-organized, and thought-provoking experience is key to creating a successful STEP Signature Project Proposal. Your description should consider the following questions.

- What is the primary objective of your project?
- In which of the Six Categories will you participate?
- How is your project in concert with your aspirations, talents, and passions?
- How will your project be
  - Personally challenging and attain your personal goals?
  - Socially expanding, helping you to build a network of people and other resources?
  - Intellectually developing, helping you to grow as an individual and a professional and attain your professional goals?
- How will this project enhance your experience at OSU?
- How will this project be transformative for you?
- How did the Professional Development Co-Curriculars that you attended help inform your project choice?
- What courses, if any, will you take and when will you take them as you prepare for and complete your project? If you will not be taking a course, what will be the academic component of your project?
- Is your project feasible with respect to time and resources? (Please provide a timeline.)
- What support services and people have you used in developing this proposal?

### 4. Budget

It is important that your project be realistic and doable. List the expenses you will incur as you prepare for and as you complete your project. This list should include all materials, equipment, travel, and fees. Be sure to follow the STEP Signature Project Budget Guidelines. Also list all sources for funding the project, including the funding you will receive from STEP (up to \$2000 based on actual expenses incurred). In one page, justify the expenses in relation to the project. Why are these expenses necessary?

### 5. Reporting Back

As a citizen of the university, you will show the university the value and depth of your project in a public forum. The STEP administration has determined two ways they would like students to reflect and report back on their STEP Signature Projects: 1) Students will be asked to reflect on their project through a reflective essay they will post on U.OSU.EDU. You will be asked to answer specific questions for this reflection, but you are also welcome and encouraged to post a blog, link to a portfolio, post photographs, include a website link, etc. 2) Students will also be required to report back to the university by presenting at the STEP Expo or another approved public demonstration. A STEP Expo will be held once each semester and students will participate the semester after their intended project is complete. Another public demonstration might include a research forum, a public performance, or a gallery presentation. In a paragraph, briefly outline the manner in which you plan to reflect and report back on the outcomes of your STEP project, including how it transformed you.

### Deadlines

First Draft, February 1; Second Draft, March 1: **Final Submission, April 1 (mandatory)**

*Revised 6/13/16*