

## **UI STEP (Student to Employed Professional) Program FAQ's for Supervisors & HR Unit Reps**

### **What are the student requirements to be eligible for the certification program?**

*A student must be registered at least half-time as an undergraduate student at the University of Iowa and also a student employee either on or off campus. All Freshman-Senior undergraduate students are eligible to participate in the program.*

### **What is the time commitment that students will need to put forth during the certificate program?**

*The goal is to keep students from having too much of a time commitment, while still providing an outstanding co-curricular program. Each week, students in the program will spend around 1 hour in a workshop or on outside work for the program. For the fall, the program will last 11 weeks. The summer program will be more condensed (June 17-early August), therefore requiring double the time commitment each week.*

### **Is there a cost associated with the program?**

*For the summer, there is no cost to the student to gain this certificate. For the fall, standard tuition rates apply for the 1 credit hour course. Student pay the same tuition rate for 12 or more hours so students already registered for 12 hours will not pay any more when adding this class.*

### **As an employer, what is the time commitment that needs to be made outside of the IOWA GROW™ initiative?**

*Minimal. The IOWA GROW™ (Guided Reflection on Work) program encourages brief structured conversations between student employees and their supervisors to help make the learning that is occurring through student employment more “visible” to the student. No extra time will need to be spent by supervisors other than having regular communication with their employees on how they are doing and what skills they can take from specific tasks. We are hopeful that employers will see this as a great benefit for both themselves and their student employees, and are encouraged to refer student employees and be involved as much as they would like in this program. This could range from providing feedback about the program to attending workshops if they wish.*

### **What topics will be covered throughout the program?**

- |   |                                   |
|---|-----------------------------------|
| 1) Transitioning from Student to Employee | 5) Work, Life, and School Balance |
| 2) Student Employment Education           | 6) Job Searching & Outlook        |
| 3) Student Employment Impact              | 7) Networking & Social Media      |
| 4) In-School Career Preparation/Timeline  | 8) Must Know—Interview Skills     |

### **What assignments will students have outside of the 7 workshops that will be held?**

*There are 9 total topics including an introduction, and each topic has a discussion board forum of which the students will need to submit one two paragraph post for each (more if they would like to respond to team members). There are also 6 activities that relate to the workshop topics that must be completed. Approximate time for discussion board assignments is 15 minutes/each, while activities can range from 30 minutes-1 hour for completion.*

*Discussion Board Forum Example: As part of the session on the impact of student employment, participants will be asked to reflect via the ICON discussion board on the following questions, “Have you thought about your student employment and how it relates to your long-term success? What skills do you need to work on?”*

#### **Activities:**

*Transferable Skills Survey  
Time Management – Tracking Your Day  
Social Media – Creating a LinkedIn Presence*

*Personal SWOT Analysis  
Creating SMART Goals  
Meeting with Career Center Advisor*

## **How are assignments submitted?**

*The UI Step program will have its own classroom within ICON. Discussion boards will be submitted within the correct forum, and activities will be uploaded in the dropbox. Each assignment due will have its own folder.*

## **Will students be graded on the work that they submit?**

*Yes. Students will not only receive a grade, but feedback from the program facilitator, Josh Frahm, on the quality of their work and what they can continue to work on to improve moving forward. Grades will be as follows:*

*S=Satisfactory      I=Incomplete      PD=Past Due*

## **If a student has a question on an activity or the program in general, who should they ask?**

*Within the ICON course, students can submit their questions within a discussion board forum so other students can answer the question. Students may also email Josh Frahm at [josh-frahm@uiowa.edu](mailto:josh-frahm@uiowa.edu) and he will respond to any questions regarding the program within 24 business hours.*

## **What are the requirements for successful completion of the certificate?**

*Students must complete all assignments for the course along with attending each of the workshops.*

## **What happens if a student misses a workshop or an assignment that is due?**

*It is probable that a few students in the program may have to miss a workshop or even an assignment due to time conflicts. The key for the student is to let the facilitator know beforehand if they are going to miss program requirements. When communication takes place, an alternative assignment for missed workshops or a new due date will be issued by the facilitator. A student may miss a maximum of 2 workshops and/or assignments.*

## **Does this certificate go onto a student's transcript?**

*Yes. This certificate is also a one credit hour course within the Career Center. The course number is CCP:1306. Fall sections have now been completed, but two spring 2014 course sections will be offered with weekly meetings on Tuesday, 3:30pm-4:45pm or Wednesday, 3:30pm-4:45pm. Students must be able to verify employment to receive the permission code for the course registration.*

## **Why is this program an important step for the University of Iowa and its student employees?**

*Currently, 6,198 students are employed by 269 different departments across the University of Iowa campus. The University also employs 1,453 students via the work-study program which earned students over \$2.4 million in 2012. With the ever changing and competitive professional environment, programs such as UI Step will not only provide students with the education needed to get the most out of their student work experience, but will also provide an education of the current state and changing needs of entry level employers. Bottom line, UI Step will provide appropriate action steps necessary for students to make the most of their holistic education here at the University of Iowa and beyond.*

## **Who do I contact to learn more or to refer students interested in participating in the program?**

*Contact Josh Frahm at [josh-frahm@uiowa.edu](mailto:josh-frahm@uiowa.edu).*