

UI STEP (Student to Employed Professional) Program FAQ's for Students

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. Students must be able to verify employment to receive the permission code for the course as of the fall of 2013. All Freshman-Senior undergraduate students are eligible to participate in the program.

What is the time commitment that I 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 and educational program. Each week, students in the program will spend around 1 hour in a workshop setting and 1 hour on outside work for the program. For the fall, the program will last 11 weeks with an increase in time commitment to meet the standards of a 1 credit hour course.

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.

What topics will be covered throughout the program?

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| 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 I have outside of the weekly workshops?

There are nine 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:

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| Transferable Skills Survey | Personal SWOT Analysis |
| Time Management – Tracking Your Day | Creating SMART Goals |
| Social Media – Creating a LinkedIn Presence | 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 I be graded on the work that is submitted?

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

What if I have to miss a workshop?

If it is a planned event that you know about before the start of the course, please notify the instructor at least a week prior to the planned absence. If you have to miss a workshop, please notify the instructor before the workshop begins. You can miss up to two workshops and still receive the certificate, but additional work must be completed to make up for the missed workshops.

If I have a question on an activity or the program in general, who should I 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 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. If workshops are missed, alternative assignments will be discussed on a case-by-case basis.

Does this certificate go onto my 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.