**STEP 1102: STEP into College | COURSE GUIDELINES**

*Each STEP 1102 course proposal submission must include the following required items: 1. Student Learning Outcomes on Syllabus; 2. Course Calendar which includes content from WyoCourses Modules or facilitated by instructor in class; 3. Common Assignments*

1. **Student Learning Outcomes (SLOS) included on any FYE syllabus**

SLO 1: Learning ABOUT LEARNING

*Students will develop practical and metacognitive skills to better understand the learning process.*

1. Students will develop a deeper understanding of goal-setting, both short-term and long-term.
2. Students will learn about the brain and the importance of mindset in achieving goals.
3. Students will practice strategies in areas of time management, note-taking, and active reading.

SLO 2: THE BROWN & GOLD EXPERIENCE

*Students will engage in and reflect on a common, university-wide experience.*

1. Students will identify and participate in student organizations and co-curricular activities that fit their interests and goals.
2. Students will establish working relationships with faculty, advisors, and student support services.
3. Engage in and reflect on a common university-wide experience.

SLO 3: PERSONAL GROWTH AND WELLNESS

*Students will develop skills that help with personal growth and wellness.*

1. Students will learn strategies for managing personal finance.
2. Students will evaluate issues of living in a diverse society.
3. Students will conduct an exploration and development of their academic interests and career pathways.
4. **Shared Course Content:**

A course calendar including the elements below is required for each STEP 1102 course proposal. You can choose to incorporate your *STEP Into College* content in the use of common modules on WyoCourses. A pre-semester colloquium will provide training on how to successfully incorporate lessons into your course. You also have the option of having guest speakers facilitate lessons or creating your own lesson plans, but the modules are there to guide you in the essential shared curriculum. While the items are illustrated below within the three learning outcomes, you have the flexibility to cover these lessons in any order you deem appropriate. See Sample Syllabus for one example.

**Module 1 |** SLO1: Learning about Learning (Brain, Mindset, and Academic Skills):

* 1. Goal-setting
	2. Mindset and Learning Styles
	3. Note-Taking
	4. Active Reading
	5. Exam Preparation

**Module 2 |** SLO 2: The Brown & Gold Experience (Campus Resources):

* 1. Campus Site Visits
	2. Email Etiquette
	3. Academic Honesty
	4. Office Hours
	5. Early Alert, Advising, Withdrawing

**Module 3 |** SLO 3: Personal Growth and Wellness (Budget, Stress Management, Test Anxiety):

* 1. Budgeting
	2. Major and Career Exploration
	3. Time Management and Scheduling
	4. Mental Wellness
	5. Diversity

The WyoCourses modules serve as a guideline of the content that should be covered in the classroom rather than justification in offering STEP 1102 as an online course.

1. **Course Assignments:**
2. Three campus engagement activities:
	* at least one must be outside the sponsoring program
	* guest speakers representing various entities on campus are also engagement activities
3. Nine reflective writing activities:
	* Minimum required writing of approximately 3000 words (about 10 pages or equivalent in other media) over multiple assignments.
	* Reflection rubric incorporated into syllabus.
4. Final Project or Presentation
5. **Optional Course Activities:**

If you are targeting a specific student audience, highlight these additional lessons and activities as such in your syllabus.