

SUNY Potsdam

Unit Administrative Plan

Administrative Unit: Collegiate Science & Technology Entry Program (CSTEP)

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Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
Academic Counseling: Each participant will be assigned a CSTEP staff member to serve as academic counselor	Each student will have a minimum of 2 contacts with a CSTEP staff member each semester.	Files will be kept tracking student goals, success, and professional and academic development. Staff will revisit with student at close of year.
Academic Year Research/Internship Program: CSTEP will provide funding of up to \$300/student for experiential opportunities during the school year.	To have CSTEP students participate in faculty mentored research projects.	80% of annually funded research students will present their research at college, regional, or academic conference.
Alumni Mentoring Program: CSTEP will develop a database of alumni in CSTEP fields to serve as mentors to current students.	Students who successfully complete the FY215 or Junior Seminar will be invited to be paired with an alumni mentor	Beginning in Fall 2016 we will target 3 participants. Students will be required to have a minimum of 3 contacts with their mentor during the semester. Evaluations will be completed by student and mentor
Career Development Trips: Funding for visits to Upstate Medical University, St. Lawrence Psychiatric Center, and other sites	To expose students to CSTEP careers.	Assess needs of students in Fall term to determine high demand career areas for inclusion in trip schedule. CSTEP will offer a minimum of 2 trips annually. Trips will be evaluated individually by all participants.
Center for Student Research - Kilmer Connections: recruit student applicants for 2-year faculty mentored research experience. Open to CSTEP and EOP students and supported by Kilmer Fund. Assist students with developing proposals. Contingent upon continued funding of Kilmer Connections program.	To supplement research funding provided by CSTEP by increasing participation in Kilmer Apprenticeships and Kilmer Connections.	CSTEP will target 3 participants. Participants will be required to present a poster at the SUNY Potsdam Learning and Research Fair. Participants required to submit summary for inclusion in CSTEP newsletter. 100% of CSTEP student participants will complete both years of the program.

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Development of an after school STEM enrichment program for 4th and 5th grade students. Partner with local partners to develop curriculum for weekly activity presented by CSTEP staff, students, and/or local experts.	Increase the awareness and interest in CSTEP careers among 4th and 5th grade students.	Increase participation of local and student volunteers to teach/support weekly activities. Evaluation via pre and post surveys.
CSTEP Academic Year Research/ Internship Program: Stipends available to support faculty-guided research during the academic year.	All CSTEP graduates will have completed at least one experiential opportunity during their undergraduate career.	Student participants will be required to complete a final report on their experience. CSTEP will require participants to present at the annual SUNY Potsdam Learning & Research Fair, CSTEP Conference, or regional academic conference. Student and faculty evaluations will be used to assess experience.
CSTEP and Other Affiliated Research Programs: Recruit student applicants for UAlbany Summer Research Program, Brookhaven-CSTEP Research Program, SUNY Optometry CSTEP Internship, NERA-Medprep, SMDEP, Clarkson McNair Program, other externally-funded opportunities.	All CSTEP graduates will have completed at least one experiential opportunity during their undergraduate career.	Post 100% of opportunities to the CSTEP Internship website and CSTEP Moodle page. Create targeted communication strategy to disseminate application info to eligible CSTEP students in a timely fashion. Require eligible participants in FY215 and Junior Seminar to apply to at least one program. Require applicants for CSTEP summer funding to apply to at least one outside opportunity. Target: 4 successful applicants annually.
CSTEP Junior Seminar: Required course tailored to CSTEP 3rd and 4th-year students. Focus on resume writing, identifying experiential opportunities, graduate school application and job search.	Increase job and graduate school awareness and readiness through weekly seminars targeting the application processes for both.	Participants will complete pre- and post-course survey as well as submit a portfolio including resume, cover letter, graduate school list, experiential opportunity list, etc. 75% of program participants will complete seminar prior to graduation.
CSTEP Student Conference: CSTEP will bring students to the Conference each year. Priority will be given to students presenting research.	Students are exposed to undergraduate research and graduate school/career opportunities. Students expand their career networks. Students present research.	Target 8 student participants each year. 75% of participants will present research at the conference. 100% will complete conference evaluation. Staff will review poster score sheets with each poster presenter.

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<p>CSTEP Summer Research/Internship Program: Stipends, housing, and research supply funds available to support faculty-guided research during summer months.</p>	<p>All CSTEP graduates will have completed at least one experiential opportunity during their undergraduate career.</p>	<p>Student participants will be required to complete a final report on their experience. CSTEP will require participants to present at the annual SUNY Potsdam Learning & Research Fair, CSTEP Conference, or regional academic conference. Student and faculty evaluations will be used to assess experience.</p>
<p>Day of Code - Participation in global Day of Code activities promoting computer programming. Partner with local web businesses to provide support.</p>	<p>Increase awareness and interest in STEM careers through hands-on activities.</p>	<p>Participation of 2 elementary and 2 middle school grade levels. Participation of 8 CSTEP student/staff volunteers. We target 150 participants. STEM Career handouts for all participants.</p>
<p>FY 215: CSTEP will require a one 1-credit section of Career Development course tailored to CSTEP 1st and 2nd-year students. Focus on resume writing, identifying experiential opportunities, etc.</p>	<p>Early adoption of career-focused planning for first and second-year students.</p>	<p>Participants will be required to complete at least one application for an internship position, research program, or other experiential opportunity as part of class portfolio. Pre and post-course surveys will be administered to assess effectiveness.</p>
<p>Graduate School Application Support: CSTEP will provide funding support for Exam prep courses, exam fees, graduate school application fees, and school visits.</p>	<p>All CSTEP graduates will have completed a minimum of 2 applications to graduate programs prior to graduation.</p>	<p>Students will complete an application form for funding of application fees up to \$300 total, exam registration fees up to \$200, and test prep course support. Individual assistance will be provided to all seniors. All CSTEP seminar participants will identify a list of graduate schools and complete at least one application form, essay, and resume.</p>
<p>Graduate School Month Workshop Series. Partner with Career Planning, Center for Diversity, Experiential Ed., and College Writing Center on Month-long workshop series focused on application process.</p>	<p>All CSTEP graduates will have completed a minimum of 2 applications to graduate programs prior to graduation.</p>	<p>CSTEP will require participation in Graduate School Month events for all students in CSTEP Seminar. Evaluations will be completed for all workshops in the series.</p>
<p>Graduate School Visits: CSTEP will provide support for students to visit graduate schools either as a group or individually.</p>	<p>All CSTEP graduates will have completed a minimum of 2 applications to graduate programs prior to graduation.</p>	<p>Needs will be assessed at the start of the fall term. Trips will be planned for small groups or individuals. Individual trips will be restricted to students who have completed applications to the school to which they plan to travel.</p>
<p>Group Tutoring: partner with Student Success Center to provide group tutoring in all gateway courses.</p>	<p>Successful completion of all registered courses for all CSTEP students with particular emphasis on gateway courses.</p>	<p>CSTEP will track Early Alert grades, final grades, contacts, and contact hours for all students receiving group tutoring. Will work with SSC to track effectiveness of group tutoring. Target: 60% of students receiving group tutoring will pass the tutored course.</p>

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<p>Maintain CSTEP Intern Website (www.cstepintern.wordpress.com) listing internship, research, and scholarship opportunities.</p>	<p>Students will be made aware of opportunities in a timely and effective manner.</p>	<p>100% of students shall be notified of website. 100% of opportunities will be posted within 2 days of receipt in CSTEP office. Targeted emails will be sent to students who meet eligibility criteria.</p>
<p>NNY Career Exploration Symposium: Annual day-long event. Hosting rotates between the 4 regional campuses. Program includes speakers, workshops and alumni roundtables in CSTEP career fields.</p>	<p>Development of networking with career professionals and alumni.</p>	<p>Target 75% of students enrolled in FY215 and Junior Seminar participating in Symposium. All participants, speakers, and alumni will complete evaluations of event.</p>
<p>Science Lab: partner with EOP, Bridges, and Science faculty to design and implement a walk-in Science Lab providing support in all entry level BIOL, CHEM, PHYS courses.</p>	<p>Provide support for gateway courses in the Sciences.</p>	<p>CSTEP and Science Lab staff will track student participation and contact hours, course requests, early alert grades and final grades. Target: 60% of students receiving group tutoring will pass the tutored course.</p>
<p>Textbook Library: CSTEP will maintain a lending library of textbooks and exam prep workbooks for the MCAT, LSAT, and GRE.</p>	<p>Provide learning materials for low-income students.</p>	<p>100% of students will have access to the textbook loan list at the start of each term.</p>
<p>Upstate Medical Trip: CSTEP will partner with Pre-Health Club to bring students to annual Open House or Shadow Day events at SUNY Upstate.</p>	<p>Exposure to medical and health professions, networking with current medical students and professionals.</p>	<p>Target 10 participants annually. Students will complete evaluation of program.</p>