

ProfessioNole Ready



An online professional development series to build your career-ready skills.

Instructor & Faculty Guide

The Career Center is excited to incorporate ProfessioNole Ready into your course this semester. Use this guide and checklist on the last page as a tool for implementing the program into your course or organization. ProfessioNole Ready will teach students about the nine professional competencies based on the Career Ready Competencies desired by employers, and established through research by the National Association of Colleges and Employers. As students complete modules and assignments, they will be able to display skills to potential employers.

The FSU ProfessioNole Competencies:

- Career Management
- Professionalism & Ethical Responsibility
- Communication
- Critical Thinking & Problem Solving
- Research & Innovation
- Teamwork & Cross-Cultural Collaboration
- Leadership
- Digital Fluency
- Global Fluency & Social Responsibility

Available Badges

A digital badge is an online representation of the skills a student has learned in ProfessioNole Ready. Students can share badges with other students, faculty, future employers, or admissions committees to display their level of career management and level of career readiness.

There are six total badges available to all students and graduate students who join the program.

All Students

- ProfessioNole Ready Black
- ProfessioNole Ready Garnet
- ProfessioNole Ready Gold

Graduate Students

- ProfessioNole Ready Graduate
- ProfessioNole Ready Industry
- ProfessioNole Ready Academia

To learn more about GradPNR, contact Megan Crowe, mcrowe@fsu.edu

Black Badge Course Requirement

Most instructors of undergraduate students will incorporate the Black Badge, which is the first stepping stone of the ProfessioNole Ready series and will require that students complete the following modules:

- Career Ready
- Professional Communication
- Resume Ready
- Interview Ready
- Diversity and Inclusion in the Workplace
- Salary and Job Negotiations
- Career and ePortfolios

Once a student has earned the Black Badge, the Garnet and Gold Module will unlock. For more information about the additional badges, visit www.career.fsu.edu/professionoleready



REQUIRED ASSIGNMENTS FOR THE FIRST BADGE

Students must complete assignments from the first seven modules of ProfessoNole Ready to earn their first badge. Completion of the first two modules will unlock additional modules. Students can easily follow the module requirements to see what is required (e.g., page view or assignment completion). Detailed information is included in the Program Welcome & Orientation module for students to review.

PROFESSIONOLE READY BADGE REQUIREMENTS

All of the Modules & Assignments in the first seven modules of ProfessoNole Ready should be complete.

Module	Required Assignments
Welcome & Orientation	View each page of information to unlock the Career Ready Module
Career Ready	Am I Career Ready
*Professional Communication	Professional Communication Quiz

Module	Required Assignments
*Resume Ready	Resume/CV Critique <i>(review options for completing in PNR)</i>
	Transferable Skills Survey
	NoleNetwork Quiz
*Interview Ready	Big Interview Quiz or Mock Interview <i>(review options for completing in PNR)</i>
*Diversity & Inclusion	Pixar Short Film
	Diversity Quiz

Module	Required Assignments
*Salary & Job Negotiations	Occupation, Salary, & Benefits Survey
	Negotiation Quiz
*Career & ePortfolios	Folio Portfolio or Website Portfolio <i>(select one)</i>

Module	Required Assignments
**Badge Request	Submit the Badge Request Survey and Submit into the Folio Assignment

The badge request will unlock for students when all prior modules and assignments are completed. The Career Center grades assignments within 24-48 hours after submission.

Getting Started: Meet with the Career Center

The program coordinator can assist in answering questions about course implementations and guidelines for including ProfessoNole Ready as a course requirement. We will help you determine the best course of action for including ProfessoNole Ready into your learning environment.

1.) Course Information

The following course details are required to incorporate ProfessoNole Ready as an assignment. Please submit each semester that you plan to include the badge(s) into your course.

- Course Title
- Enrollment Capacity
- Semester
- Badge(s) required
- Faculty Contact Information
- Teaching Assistant Contact Information, if applicable

2.) Percentage of Class Grade & Course Syllabus

A badge cannot replace a course or exceed 20% of a final grade per SACS standards.

- Submit your syllabus to the program coordinator with class percentage included

3.) Quinnia (ATS) Software Option

If your course exceeds 50 students or if your enrollment across multiple sections is more than 50 students, we ask that you consider using Quinnia AI software to enhance your student's experience with the resume critique and mock interview using this technology.

4.) Checkpoints in Canvas

If you choose to include ProfessoNole Ready as a course assignment, we ask that you download the checkpoints from Canvas commons as a way to track students' progress and ensure timely completion. Using the checkpoints will enhance the experience for all involved!

5.) Course Roster

Instructors should email a copy of the course roster to the program manager after drop/end.

Program Contacts

- ProfessoNole Ready Program Manager (All General Inquiries)
Emily Kennelly, ekennelly@fsu.edu
- ProfessoNole Ready Program Manager (Graduate Students Only)
Megan Crowe, mcrowe@fsu.edu



Download the Orientation & Checkpoints Module: Canvas Commons

The ProfessoNole Checkpoints Module will provide a program orientation to your students, and will allow you to create mini assignment that will help students engage during the semester. Our goal is to help students participate during the 12 weeks, not wait until the last week or two of the semester to begin submitting work to the ProfessoNole Ready team.

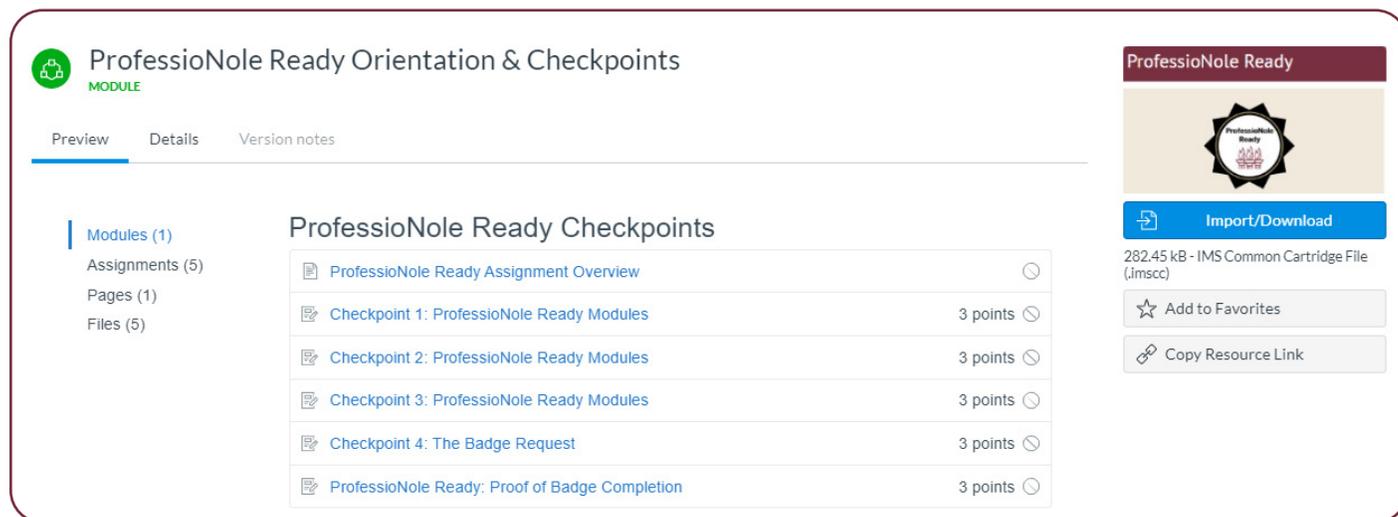
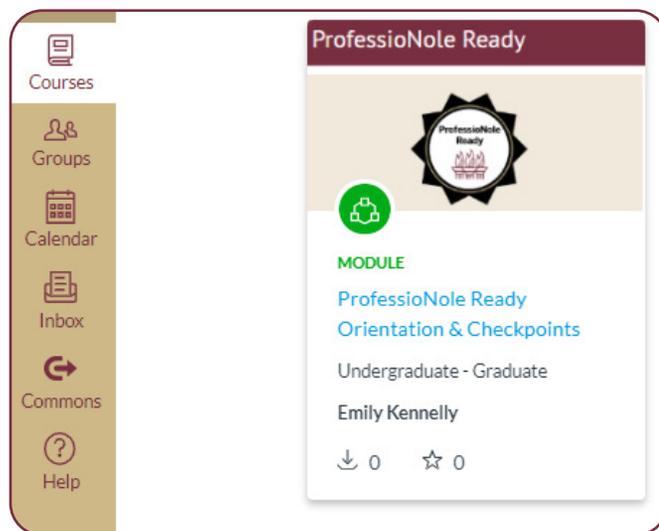
Students may complete ProfessoNole Ready at their own pace, but we recommend structured checkpoints for course integrations to enhance the student and instructor experience.

- Step 1: Download the ProfessoNole Ready Checkpoint Module from Canvas Commons
- Step 2: Publish the module into your Canvas course
- Step 3: Edit the points for each checkpoint; should not exceed 20% of the final grade

You have the option to set checkpoints to be graded, or simply submitted. If you prefer not to use the checkpoints, we ask that you still publish due dates somewhere in your course and use the Badge Request and Final Badge Completion assignment templates. Review the content and layout of each checkpoint carefully. Please do not make major changes without consulting with the PNR Program Manager: Emily Kennelly, ekennelly@fsu.edu.

Steps to Access Module in Canvas Commons

- 1.) Search 'ProfessoNole Ready' in the Canvas Course Commons
- 2.) Select Import/Download
- 3.) Add the ProfessoNole Ready Orientation & Checkpoints in your Course



ProfessioNole Ready Deadlines, Due Dates & Submission Process

The program coordinator can assist in answering questions about course implementations and guidelines for including ProfessioNole Ready as a course requirement. We will help you determine the best course of action for including ProfessioNole Ready into your learning environment.

We have a team of Career Center staff who review each assignment carefully, provide students with feedback, and we often request a revision or two, if necessary. The ProfessioNole Ready team reviews assignments and responds to questions Monday-Friday, from 8am-5pm EST.

Other notes on the submission process:

- Assignments are processed in the order in which they are received
- Assignments are reviewed and graded within 24-48 hours of submission
- Revision requests will be requested for incomplete assignments and can delay progress
- The Badge Request only unlocks for students once all requirements are complete

Tips for students to ensure a timely completion of their badge

- Submit work to ProfessioNole Ready at least one week before a class due date
- Late work due to a student failing to comply with ProfessioNole Ready 24-48 hour guidelines should be discussed with the course instructor

Fall 2020 Due Dates

- Checkpoint 1: 4th week of classes
- Checkpoint 2: 8th week of classes
- Checkpoint 3: 11th week of classes
- Checkpoint 4 (Badge Request): 13th week of classes
- Checkpoint 5 (Proof of Badge Completion): 15th week of classes

Use these week deadlines for your checkpoints or contact the program coordinator to request a different due date to accommodate your class.

Assignment Due Date Times

Do not set checkpoint due dates after 5pm. This will upset your students when they learn that the Career Center does not grade until 11:59pm.

Note on Final Badges Deadline

- The fall 2020 deadline for all students to submit their Badge Request is November 20.
- The Career Center cannot guarantee the awarding of badge requests received after this deadline in time for you to calculate final course grades.
- Use the ProfessioNole Ready Proof of Badges instructions to collect final badges.
- If you need specific gradebook information, please make your request to the Career Center before the last week of classes.



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ProfessioNole Ready Black Badge Assignment Template

Assignments instructions that can be shared as a PDG or Word Document to students; this document is helpful if you are not using the Canvas checkpoints.

About ProfessioNole Ready

The Career Center's ProfessioNole Ready program (PNR) teaches students the professional skills valued by employers in the workforce, graduate/professional school programs, and other post-graduation plans. ProfessioNole Ready is a self-guided online professional development series in Canvas that you will have virtual access to complete 24/7, and includes interactive learning activities that will help you build career ready skills and learn how to manage your career.

Assignment

Your instructor is working with The Career Center to provide you access to ProfessioNole Ready! The instructions below will help you earn the first professionalism badge. Review the due dates and final badge deadline carefully to earn the badge by the end of the semester.

Earn a Badge

Earn up to three digital badges of completion to share with faculty, future employers, or admissions committees to show off your level of career knowledge and skills. Check with your instructor to know which badge you are completing for your course assignment.

Enrollment

The Career Center will enroll you in ProfessioNole Ready. You must accept the invitation to join in Canvas. Click on the Modules or Start Here, to begin earning your badge.

If you have a problem with enrollment, simply self-enroll at www.career.fsu.edu/enrollpnr

Final Badge Deadline

The badge request deadline is the Friday two weeks before the last day of classes each semester (e.g., November 20 is the deadline for fall 2020)

Questions?

Emily Kennelly, ProfessioNole Ready Program Manager
cc-professionoleready@fsu.edu / ekennelly@fsu.edu

Module & Activity Due Dates

Use the module due dates to complete your *ProfessioNole Ready* badge

Career Ready

Learn about the career readiness competencies that employers value the most

- ➔ Activity: Am I Career Ready Assessment

4th week of semester

Professional Communication

Learn about written and oral professional communication in the workplace and beyond

- ➔ Activity: Professional Communication Quiz

4th week of semester

Resume Ready

Learn the skills to create an excellent resume to market yourself in professional settings

- ➔ Activity: Transferable Skills Survey
- ➔ Activity: Resume/CV Critique
- ➔ Activity: NoleNetwork Quiz

8th week of semester

Interview Ready

Learn interview basics to prep for interviews of all types (pick one activity)

- ➔ Activity: Big Interview Fast Track Quiz or Mock Interview with the Career Center

8th week of semester

Diversity & Inclusion

Learn about diversity and inclusion at work and how to develop global fluency

- ➔ Activity: Pixar Short Film
- ➔ Activity: Diversity at Work Quiz

8th week of semester

Salary and Job Negotiations

Tools to research salaries and navigate the negotiation process

- ➔ Activity: Occupation, Benefits, and Salary Survey
- ➔ Activity: Job Negotiation Quiz

11th week of semester

Career Portfolio

Prepare students for the world of work through reflection and skill documentation (pick one activity)

- ➔ Activity: Create a Folio using Portfolium or Submit your own Website Portfolio

11th week of semester

ProfessioNole Ready Badge Request

Complete the Badge Request module to submit for your badge

- ➔ Activity: Badge Request Survey

13th week of semester



Garnet & Gold Badge Modules and Assignments

The optional modules to select from to earn the Garnet and Gold badges include:

Gain Experience and Be Recognized

Learn how to find and receive recognition for hands-on experiences related to your career

Complete One

- ➔ Activity: Search Handshake to find Experiential Learning Opportunities
- ➔ Activity: Career Center Databases
- ➔ Activity: FSUShadow or Job Shadowing Experience
- ➔ Activity: Upload a Critiqued Resume that highlights your experience
- ➔ Activity: Experience Reflection in Flipgrid

Ready to Network

Learn networking techniques to approach networking situations with confidence

- ➔ Activity: Gain Networking Experience via FlipGrid
- ➔ Activity: Gain Networking Experience on LinkedIn
- ➔ Activity: Gain Networking Experience on Handshake

Search for Job Opportunities

Learn about job search strategies and key resources for finding opportunities

- ➔ Activity: Job Search Quiz
- ➔ Activity: Creating a Job Target Worksheet

Ready for Graduate School

Learn about applying to and selecting graduate and/or professional school programs

- ➔ Activity: Research Graduate and Professional School Programs
- ➔ Activity: Interview a Current Graduate Student
- ➔ Activity: Interview a Graduate Program Director or Graduate Faculty

Ready to Use my Graduate Degree

Learn about the unique needs related to career planning while in graduate school

- ➔ Activity: Complete an Informational Interview with a Professional
- ➔ Activity: Graduate Student Research Presentation via FlipGrid
- ➔ Activity: Create an Individual Development Plan

Ready to Work in a Global Economy

Learn how to study, intern, or work cross culturally and abroad

- ➔ Activity: Ready to Go Global Worksheet
- ➔ Activity: GoInGlobal Quiz

