#54 Online Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS

- Project achieved the following outcomes:
  - Created D2L advising modules to include explanation of graduation requirements, university policies and procedures, explanation of DARS and information about campus resources.
  - Created D2L career development modules that include information on the career planning process - i.e. self-assessment, career exploration, gaining experience, major and career decision-making, job search strategies, and the Portland labor market.
  - Created 19 videos in these two modules, covering advising and career development topics.
  - Please see end-of-project report and summary of project artifacts for additional information.

LEAD: Mary Ann Barham, Director, Advising & Career Services

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration
PROJECT STATUS: Completed
February 2015

#54 Online Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS THIS PERIOD (12.01.2014-02.01.15)

• Project achieved the following outcomes:
  • Created D2L advising modules to include explanation of graduation requirements, university policies and procedures, explanation of DARS and information about campus resources.
  • Created D2L career development modules that include information on the career planning process - i.e. self-assessment, career exploration, gaining experience, major and career decision-making, job search strategies, and the Portland labor market.
  • Created 19 videos in these two modules, covering advising and career development topics.
  • Please see end-of-project report and summary of project artifacts for additional information.

GOALS FOR NEXT PERIOD (02.02.15-03.08.15)

• Not applicable.

KEY DECISIONS

• Not applicable.

OPEN ISSUES

• Not applicable.

LEAD: Mary Ann Barham, Director, Advising & Career Services
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration

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#54 Online Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS THIS PERIOD (10.20.14-11.30.14)

- Completed project!
- Project achieved the following outcomes:
  - Created D2L advising modules that include an explanation of graduation requirements, university policies and procedures, explanation of DARS and information about campus resources.
  - Created D2L career development modules that include information on the career planning process - i.e. self-assessment, career exploration, gaining experience, major and career decision-making, and job search strategies.
  - Created 19 videos in these two modules, covering advising and career development topics.
  - Finished developing technical components, content, and videos for Career Development module and developed the help tutorial.
  - Created and launched website to share Career Development modules on Advising & Career Services website.
  - Created flyers and postcards to promote the launch of the Career Development module.
  - Launched Career Development modules!

GOALS FOR NEXT PERIOD (12.01.2014-02.01.15)

- Complete end-of-project report and summary of project artifacts.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

PROGRESS

LEAD: Mary Ann Barham, Director, Advising & Career Services
PROJECT MANAGER: Hans VanDerSchaaf
COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration

www.pdx.edu/oai/provosts-challenge
Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

**ACHIEVEMENTS THIS PERIOD (6.2.14-10.19.14)**

- Continued developing technical components, content, and videos for career advising modules.

**GOALS FOR NEXT PERIOD (10.20.14-11.30.14)**

- Finish developing technical components, content, and videos for career advising modules.
  - Test and launch career development modules
  - Develop career development help tutorial
  - Promote career development modules
  - Share on Academic & Career Services’ advising website
- Complete project!
- Complete sustainability plan and end-of-project report.

**KEY DECISIONS**

- None.

**OPEN ISSUES**

- Project team will continue to focus on testing of the career development modules to finish project on schedule.

**LEAD:** Mary Ann Barham, Director, Advising & Career Services

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration
Online Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS THIS PERIOD (4.28.14-6.1.14)

- Launched academic advising module.
- Started outreach to share academic advising module with campus community.

GOALS FOR NEXT PERIOD (6.2.14-10.19.14)

- Finish content for career development module.
- Hire another videographer.
- Test and launch career development module.
- Complete end-of-project report.
- Complete project.

KEY DECISIONS

- None.

OPEN ISSUES

- Project team will need to focus on career development modules to finish the project on schedule.
- Videographer is overbooked and is graduating - team is taking steps to identify a replacement.

LEAD: Mary Ann Barham, Director, Advising & Career Services

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration
Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS THIS PERIOD (3.10.14–4.27.14)

- Finished videos for advising module.
- Launch of advising module started.
- Continued with career advising module content.
- Continued with career advising video production.
- Finalized Project Plan/work outline.

GOALS FOR NEXT PERIOD (4.28.14–6.1.14)

- Finish launch of advising module.
- Finish content for career advising module.
- Hire another videographer.
- Start testing of career development module.

KEY DECISIONS

- Team decided to use Desire2Learn for both the career development and academic advising modules, and to use self-registration, batch registration and registering students individually.

OPEN ISSUES

- None.

PROGRESS

LEAD: Mary Ann Barham, Director, Advising & Career Services

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration
#54 Online Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

ACHIEVEMENTS THIS PERIOD (2.3.14-3.9.14)

- Continued video production for advising module, which is dependent on the newest version of the Degree Audit Reporting System.
- Continued content development for career advising module.
- Continued video production for career module.
- Continued development of career modules in Desire2Learn.
- Drafted Project Plan (detailed work outline/time-line).
- Finalized Project Management Plan (brief document covering project scope, roles, and change management process).

GOALS FOR NEXT PERIOD (3.10.14-4.27.14)

- Finish videos for advising module.
- Launch advising module.
- Finalize career advising module content.
- Continue with career advising video production.
- Finalize Project Plan/outline.

KEY DECISIONS

- None.

OPEN ISSUES

- Clarify options for launching advising module (bulk enrollment of all students in D2L, D2L self-registration, other)
  - Consider hiring another videographer; current student videographer is overbooked.

LEAD: Mary Ann Barham, Director, Advising & Career Services

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration

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PROJECT STATUS: On Schedule

March 2014
**#54 Online Academic Advising & Career Development Modules**

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

### ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)

- Finished video production for 3 of the 6 academic advising modules.
- Continued with content for career advising module.
- Continued with video production for career advising module.

### GOALS FOR NEXT PERIOD (2.3.14-3.9.14)

- Finish video production for advising module, which is dependent on the newest version of the Degree Audit Reporting System.
- Finish creating content for career advising module by mid-February.
- Continue with video production for career modules.
- Finish development of career modules in Desire2Learn.
- Create and finalize Project Plan (detailed work plan/time-line).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

### KEY DECISIONS

- None.

### OPEN ISSUES

- None.

### PROGRESS

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**LEAD:** Mary Ann Barham, Director, Advising & Career Services

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** College of Liberal Arts & Sciences, College of Urban & Public Affairs, and School of Business Administration
#54 On-line Academic Advising & Career Development Modules

Helping to increase student success by creating on-line academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

**ACHIEVEMENTS THIS PERIOD (11.15.13-12.15.13)**

- Desire2Learn modules for academic advising are nearly complete, including videos that will be embedded in the modules.
- Creation of Desire2Learn modules for career advising continues.

**GOALS FOR NEXT PERIOD (12.15.13-2.2.14)**

- Finish video production (one of five is complete) for academic advising modules by January 15, 2014.
- Content for career advising module finished by January 15, 2014.
- Continue with video production for career advising module.
- Create and finalize Project Plan (detailed work plan/timeline).
- Create and finalize Project Management Plan (brief document covering project scope, roles, and change management process).

**KEY DECISIONS THIS PERIOD (11.15.13-12.15.13)**

- None.

**OPEN ISSUES**

- None.

**LEAD:** Mary Ann Barham, Director, Advising & Career Services

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration
#54: Online Academic Advising & Career Development Modules

Helping to increase student success by creating online academic advising and career development modules that can be used throughout Portland State University. Topics to be covered include: explanation of graduation requirements and University policies and procedures; information about campus resources; using PSU’s Degree Audit Reporting System; and understanding the career planning process (i.e. self-assessment, major and career exploration, importance of relevant experience, career decision-making, job search strategies).

Project Status: On Schedule

<table>
<thead>
<tr>
<th>Achievements this period (5.2013-11.15.13)</th>
<th>Goals for next period (11.16.13-12.15.13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Videographer has been hired.</td>
<td>● Continue development of Desire2Learn modules and videos for academic advising.</td>
</tr>
<tr>
<td>● Desire2Learn modules for academic advising are nearly complete, including videos that will be embedded in the modules.</td>
<td>● Continue development of Desire2Learn modules and videos for career advising.</td>
</tr>
<tr>
<td>● Creation of Desire2Learn modules for career advising has begun.</td>
<td>● Finalize detailed project workplan and timeline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key decisions this period (5.2013-11.15.13) (5.2013-11.15.13)</th>
<th>Open issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Content for academic advising modules will follow the outcomes from the PSU Academic Advising Syllabus.</td>
<td>● None</td>
</tr>
<tr>
<td>● Academic advising and career development modules will have different “look and feel.”</td>
<td></td>
</tr>
</tbody>
</table>

**Lead:** Mary Ann Barham, Director, Advising & Career Services

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** College of Liberal Arts & Sciences, College of Urban & Public Affairs and School of Business Administration