Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-MOOC”

Leverage the efficiencies of a credit-based “Mini-Mooc” to help PSU and the School of Business Administration remain competitive and ensure that students are employable after graduation by providing them with practicums and career skills.

ACHIEVEMENTS THIS PERIOD (03.09.15-04.26.15)

- Completed evaluation and delivery of Winter 2015 pilot.
- Began evaluation and delivery of Spring 2015 pilot.
- Continued developing student and employer handbooks for internships.
- Created a visual flow chart of the sign-up process to be shared with students, faculty and staff.
- Created a video presentation to promote the online internship course for delivery by BA 101 and FIN 218 faculty and added this to the Internship Website.
- Continued developing career skills module to be incorporated into the course and shared with all SBA students.
- Promoted the SBA Passport to Student Success Welcome Week (Over 500 students signed up to date).
- Began discussions around how project work will be sustained post-Provost’s Challenge.
- Created and delivered a workshop to the SBA Honors Program students (~45 students) on April 3. Topics covered included internships and interview skills.

GOALS FOR NEXT PERIOD (04.27.15-05.31.15)

- Continue evaluation and delivery of Spring 2015 pilot.
- Finish development of student and employer handbooks for internships to help set expectations and create conditions for success.
- Finish developing career skills module to be incorporated into the course and shared with all SBA students.
- Continue creating excitement and sustainable practices around activities that build key career skills, improve students’ ability to land internships, and to be most effective once they have them (e.g., attending resume workshops, interview skills, etc.).
- Continue signing up new students to participate in the Passport to Student Success initiative.
- Continue sharing modules with PSU community.
- Continue work to embed project into the DNA of SBA to help make project sustainable.
- Begin drafting an end-of-project report to outline the project’s impact and future sustainability.

OPEN ISSUES

- None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center
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ACHIEVEMENTS THIS PERIOD
(02.02.15-03.08.15)

- Continued evaluation and delivery of Winter 2015 pilot.
- Prepared for evaluation and delivery of Spring 2015 pilot.
- Participated in 2015 Career Fair.
- Held Internship Spotlight event for employers and students at 2015 Career Fair.
- Continued creating excitement and sustainable practices around activities that build key career skills, improve students’ ability to land internships, and to be most effective once they have them (e.g., attending resume workshops, interview skills, etc.).
- Continued sharing modules with PSU community - created a sample course with placeholder content to provide departments an example of how they might roll out the modules in their own departments.
- Continued work to embed project into the DNA of SBA to help make project sustainable.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

PROJECT STATUS: On Schedule

March 2015

GOALS FOR NEXT PERIOD
(03.09.15-04.26.15)

- Complete evaluation and delivery of Winter 2015 pilot and begin delivery and evaluation of Spring 2015 pilot.
- Continue developing student and employer handbooks for internships to help set expectations and create conditions for success.
- Create a visual flow chart of the sign-up process to be shared with students, faculty and staff involved in the process.
- Create video of presentation to promote online internship course for delivery by BA 101 and FIN 218 faculty.
- Continue developing career skills module to be incorporated into the course and shared with all SBA students.
- Continue creating excitement and sustainable practices around activities that build key career skills, improve students’ ability to land internships, and to be most effective once they have them.
- Continue sharing modules with PSU community.
- Continue work to embed project into the DNA of SBA to help make project sustainable.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center

www.pdx.edu/oai/provosts-challenge
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ACHIEVEMENTS THIS PERIOD (12.01.2014-02.01.15)

- Completed delivery of Fall 2014 pilot.
- Began evaluation and delivery of Winter 2015 pilot.
- Continued work to embed project into the DNA of SBA to help make project sustainable.
- Created career skills workshop format for SBA Honors students.
- Updated internship-related web pages to include information for SBA students and employers to post internships (Internship Program and Internship Program and Cooperative Education).
- Visited every BA 301 classroom to promote online internship course.
- Began developing career skills module to be incorporated into the course and shared with all SBA students.
- Continued creating excitement and sustainable practices around activities that build key career skills, improve students ability to land internships, and to be most effective once they have them (e.g., attending resume workshops, interview skills, etc.).

KEY DECISIONS

- None.

GOALS FOR NEXT PERIOD (02.02.15-03.08.15)

- Continue evaluation and delivery of Winter 2015 pilot.
- Prepare for evaluation and delivery of Spring 2015 pilot.
- Continue sharing modules with PSU community.
- Continue developing career skills module to be incorporated into the course and shared with all SBA students.
- Finish student and employer handbooks for internships to help set expectations and create conditions for success.
- Create video of presentation to promote online internship course for delivery by BA 101 and FIN 218 faculty.
- Continue creating excitement and sustainable practices around activities that build key career skills, improve students ability to land internships, and to be most effective once they have them (e.g., attending resume workshops, interview skills, etc.).
- Continue work to embed project into the DNA of SBA to help make project sustainable.

OPEN ISSUES

- None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center

PROGRESS

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ACHIEVEMENTS THIS PERIOD (10.20.14-11.30.14)

- Continued evaluation and delivery of Fall 2014 pilot.
- Hired and onboarded an Internship Coordinator position.
- Met several times with the University’s internship/career programs to more fully partner with them (ongoing).
- Highlighted successful interns with features, video interviews, and panels.
- Began developing student and employer handbooks for internships to help set expectations and create conditions for success.
- Held a 30 person, cross-functional brainstorm session to share an update on work completed to date and to gather input on what’s working and what else could be done.
- Visited 12 BA 301 sections to promote online internship course.

GOALS FOR NEXT PERIOD (12.01.2014-02.01.15)

- Complete delivery of Fall 2014 pilot.
- Begin evaluation and delivery of Winter 2015 pilot.
- Finish student and employer handbooks for internships.
- Create excitement and sustainable practices around activities that build key career skills, improve students’ ability to land internships, and to be most effective once they have them.
- Create suite of videos on key career skills to help students land internships.
- Continue work to embed project into the DNA of SBA to help make project sustainable.
- Create career skills workshop format for SBA Honors students.
- Visit every BA 301 classroom to promote online internship course.
- Create video of presentation to promote online internship course for use by BA 101 and FIN 218 faculty.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center

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ACHIEVEMENTS THIS PERIOD (6.2.14-10.19.14)

• Completed Spring 2014 pilot.
• Finished preparations for soft launch of course in Summer 2014.
• Delivered Summer 2014 pilot.
• Prepared for full launch of the course for all SBA majors for Fall 2014.
• Began delivery of Fall 2014 (full launch) pilot.
• Continued producing videos of intern success stories, with footage in the field.
• Continued producing videos that will interview administrators and employers about the value of applied experiences.
• Held a panel where three interns spoke about their internship experiences. In evaluations of the event, this was mentioned as the most valuable session for students.

GOALS FOR NEXT PERIOD (10.20.14-11.30.14)

• Continue evaluation and delivery of Fall 2014 pilot.
• Hire and onboard Internship Coordinator position.
• Coordinate with the University’s internship programs to fully partner with them.
• Create student and employer handbooks for internships to help set expectations and create conditions for success.
• Highlight successful interns with features, video interviews, and panels.
• Continue work to embed project into the DNA of SBA to help make project sustainable.

OPEN ISSUES

• None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Sarah Traxler

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center
#59 Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-MOOC”

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ACHIEVEMENTS THIS PERIOD (4.28.14-6.1.14)

- Continued with Spring 2014 pilot.
- Continued with producing videos of intern success stories, with footage in the field.
- Continued with producing videos that will interview administrators and employers about the value of applied experiences.
- Adjusted relationship with video production contract employee so it’s clear how he’ll engage with project and how compensation will work.
- Continued to work on processes to get in front of student interest and demand.
- Prepared for soft launch of course for Summer 2014 offering of the course.
- Prepared for full launch of the course for all SBA majors for Fall 2014.
- Prepared longitudinal surveys to follow students from entry to exit and how their internship/ applied experiences affect success.
- Initiated work with the Office of Academic Innovation to provide technical support for Desire2Learn.

GOALS FOR NEXT PERIOD (6.2.14-10.19.14)

- Complete Spring 2014 pilot.
- Finish preparations for soft launch of course in Summer 2014.
- Deliver Summer 2014 pilot.
- Prepare for full launch of the course for all SBA majors for Fall 2014.
- Begin delivery of Fall 2014 (full launch) pilot.
- Continue producing videos of intern success stories, with footage in the field.
- Continue producing videos that will interview administrators and employers about the value of applied experiences.

OPEN ISSUES

- None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business On-line Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center
Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-Mooc”

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**ACHIEVEMENTS THIS PERIOD (3.10.14-4.27.14)**

- Started implementation of Spring 2014 pilot with 12 SBA students. Students are expressing satisfaction with the course materials and their applicability to their internships as they work through challenges and enjoy successes.
- Continued writing intern success stories.
- Finished developing and creating thirteen NACE learning modules and activities.
- Working on production of videos of intern success stories, with footage in the field.
- Began production of videos that will interview administrators and employers about the value of applied experiences.
- Clarified video production and Desire2Learn needs.
- Lauren Simon began shadowing the teaching of the course as she will move from consulting instructor to lead instructor Fall 2014.
- Created website for sharing the work done to date.
- Created a SBA pinterest page with career tips and business information.

**GOALS FOR NEXT PERIOD (4.28.14-6.1.14)**

- Continue with Spring 2014 pilot.
- Continue with producing videos of intern success stories, with footage in the field.
- Continue with production of videos that will interview administrators and employers about the value of applied experiences.
- Adjust process for video production.
- Continue to work on processes to get in front of student interest and demand.
- Prepare for Summer 2014 soft launch of the course.
- Prepare for full launch of the course for all SBA majors for Fall 2014.
- Prepare longitudinal surveys to follow students from entry to exit and how their internship/applied experiences affect success. Both qualitative interviews and quantitative measures will be gathered.

**OPEN ISSUES**

- None.

**KEY DECISIONS**

- Project decided to work with the Office of Academic Innovation to provide D2L support.

**PROGRESS**

www.pdx.edu/oai/provosts-challenge
PROJECT STATUS: On Schedule

March 2014

#59 Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-MOOC”

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<table>
<thead>
<tr>
<th>ACHIEVEMENTS THIS PERIOD (2.3.14-3.9.14)</th>
<th>GOALS FOR NEXT PERIOD (3.10.14-4.27.14)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Continued finalizing video production modules - 10 are finished for core course materials. 3 bonus videos are being created - 2 are being edited and 1 needs to be started.</td>
<td>➢ Implement Spring 2014 pilot.</td>
</tr>
<tr>
<td>➢ Administering soft launch pilot with 4 students, in preparation for spring 2014 pilot. Students have one more goal-setting/reflection assignment to complete, of the four assignments for the pilot.</td>
<td>➢ Continue writing intern success stories.</td>
</tr>
<tr>
<td>➢ Further adjustments and work to prepare for Spring 2014 pilot.</td>
<td>➢ Produce videos of intern success stories, with footage the field.</td>
</tr>
<tr>
<td>➢ Six students are signed up for Spring 2014 pilot, with more expected in the coming weeks.</td>
<td>➢ Begin production of videos that will interview administrators and employers about the value of applied experiences.</td>
</tr>
<tr>
<td>➢ Finalized detailed project work outline with time-line and milestones.</td>
<td>➢ Clarify video production, academic advisor and Desire2Learn needs and explore how this might/might not relate to other SBA Provost’s Challenge projects.</td>
</tr>
<tr>
<td>➢ Started writing intern success stories.</td>
<td></td>
</tr>
</tbody>
</table>

KEY DECISIONS

➢ None.

OPEN ISSUES

➢ SBA Project leads are working through how to maximize and coordinate use of shared resources for the project (video production, academic advising support, and Desire2Learn support).

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center
PROVOST’S CHALLENGE

PROJECT STATUS: On Schedule

February 2014

#59 Preparing SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-MOOC”

Leverage the efficiencies of a credit-based “Mini-Mooc” to help PSU and the School of Business Administration remain competitive and ensure that students are employable after graduation by providing them with practicums and career skills.

ACHIEVEMENTS THIS PERIOD (12.15.13-2.4.14)

- Continued to present the project to further secure buy-in and support with SBA administrators and faculty.
- Secured location and computers, etc. for project coordination support.
- Wrote job description and created interview questions for project coordination support.
- Reviewed resumes and scheduled interviews for project coordination support.
- Recorded 8 career skills development video modules based on the National Association of College Employers.
- 4 student interns are engaging in a soft launch pilot (i.e. pilot of the pilot).
- Created the soft launch pilot (i.e. pilot of the pilot) in Desire2Learn.
- Completed draft of detailed project work outline with time-line and milestones.
- Finalized Project Management Plan.

GOALS FOR NEXT PERIOD (2.3.14-3.9.14)

- Continue with finalizing video production modules (8 are finished) – 2 need to be edited and 3 need to be started.
- Administering soft launch pilot with 4 students, in preparation for Spring 2014 pilot.
- Further adjustments and work to prepare for Spring 2014 pilot.
- Finalize detailed project work outline with time-line and milestones.

KEY DECISIONS

- None.

OPEN ISSUES

- None.

LEAD: Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

PROJECT MANAGER: Hans VanDerSchaaf

COLLABORATORS: School of Business Administration, University Studies, Employers, School of Business On-line Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center

www.pdx.edu/oai/provosts-challenge
Prepared SBA Students for Success by Positioning Practicum/Career Skills as a Centerpiece of the Curriculum by Leveraging the Efficiencies of a Credit-based “Mini-MOOC”

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

- **DNA** (embed practicums into culture & workflow):
  - Presented the project to further secure buy-in and support with SBA administrators and faculty.
- **Course** (refers to the actual creation of the MOOC):
  - Piloted course work with Desire2Learn support.
  - Reviewed sample submissions from pilot student.
  - Worked with students (two internship and one practicum working student) to set up Pilot internship/practicum course for Winter 2014.
  - Discussed course listing information obstacles and potential solutions with SBA staff.
  - Continued to record and edit remaining video modules and create Desire2Learn course.
  - Solved some of the course technical challenges.
  - Started developing the “roll out” to students for the course for piloting and Spring 2014 course planning.
- **Provost’s Challenge Coordination**
  - Drafted detailed project work plan with timeline/milestones.

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

- Identify roles, knowledge, skills, abilities and goals for internship coordination position.
- Complete video modules and editing for course content.
- Complete fully on-line course for full pilot rollout Spring 2014 term.
- Finalize plans for implementation in 2014-2015 academic year.
- Coordinate with PSU Career Center re: internships and practicums.
- Continue to present the project to further secure buy-in and support with SBA administrators and faculty.
- Finalize project work plan with timeline/milestones.

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

- None.

**OPEN ISSUES**

- None.

**LEAD:** Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

**PROJECT MANAGER:** Hans VanDerSchaaf

**COLLABORATORS:** School of Business Administration, University Studies, Employers, School of Business On-line Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center
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<table>
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<tr>
<th>Project Status: On Schedule</th>
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<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><strong>DNA</strong> (embeds internships into culture and work flow):</td>
<td>• Continue to “road show” the project to further secure buy-in and support with SBA administrators and faculty.</td>
</tr>
<tr>
<td>• Several meetings with SBA faculty and administrators to confirm commitment for finance internships.</td>
<td>• Continue to record and edit remaining video modules.</td>
</tr>
<tr>
<td>• Shared PowerPoint presentation with SBA stakeholders.</td>
<td>• Continue to create D2L course.</td>
</tr>
<tr>
<td><strong>Course</strong> (refers to the actual creation of the MOOC):</td>
<td>• Solve some of the technical challenges for the course.</td>
</tr>
<tr>
<td>• Investigated/tested/tutorials for software to help make online course interesting.</td>
<td>• Start developing the “roll out” to students for the course.</td>
</tr>
<tr>
<td>• The content of all 10 modules has been developed into PowerPoints usable with green screen technology.</td>
<td>• Finalize the Google Form intake details.</td>
</tr>
<tr>
<td>• 4 out of the 10 modules have been recorded and are currently being edited.</td>
<td>• Secure SBA sign off for teaching the internship.</td>
</tr>
</tbody>
</table>

**Provost’s Challenge Coordination**

- Coordination meetings with SBA Provost’s Challenge project leads.
- Prepared for and participated in Provost’s Challenge videotaping, and coordinated roll footage.
- Discussed possible coordination for Credit for Prior Learning Provost's Challenge project.

**Key decisions this period (5.2013-11.15.13)**

- Finalized project budget.
- Google Forms will be used to have students self-identify if they are eligible to take an internship.
- Format of the course modules was locked in.

**Open issues**

- None at this time.

**Lead:** Talya Bauer, Professor, Organizational Behavior and Human Resources Management, School of Business Administration

**Project Manager:** Hans VanDerSchaaf

**Collaborators:** School of Business Administration, University Studies, Employers, School of Business Online Initiatives, Office of Information Technology, Impact Entrepreneurs and PSU Career Center