Section 1: Contact Information

|  |  |
| --- | --- |
| Proposal date: |  |
| Contact names(s): |  |
| Academic unit(s): |  |
| Designated faculty lead: |  |

Section 2: General Information

1. What is the proposed name of the micro-credential?
2. What is the proposed implementation date of the micro-credential?
3. What is the level of the micro-credential?

|  |  |  |
| --- | --- | --- |
|[ ]  Undergraduate |[ ]  Graduate |[ ]  Continuing/professional development |

1. Is this micro-credential part of a series?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If yes, please explain.

1. Who is the intended audience for the micro-credential?
2. Will the micro-credential be designed to meet eligibility for an industry certification or licensure?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If yes, please explain.

1. Provide a description of the micro-credential (max. 1,500 characters) as you would explain to a prospective applicant in layman terms.
*This description will be used on Credly/Badgr and on the Kent State micro-credential website.*
2. Does the micro-credential have the potential to be stackable, leading toward an existing Kent State certificate or degree program?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If yes, please explain (e.g., 9 credit hours may be applied toward a specific degree or certificate program).

Section 3: Resources

1. What resources will be needed to offer this micro-credential? *e.g.,* hiring an adjunct instructor to offer a section of a course for the micro-credential or purchasing software or equipment.
2. Is the micro-credential being developed with external partnership(s)?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If yes, please explain.

1. Will a special fee be attached to the micro-credential, in addition to regular course tuition rates?

|  |  |
| --- | --- |
|[ ]  Yes |[ ]  No |

If yes, please explain.

Section 4: Curriculum and Scheduling

1. What are the required courses and/or co-curricular experiences that learners need to complete to earn the micro-credential?
*List courses with course ID (e.g., ENG 11011), title, credit hours, description, length (e.g., 7 weeks), delivery (e.g., on-ground) and offering campuses. Submit course syllabi with your form along with a statement that describes how the course(s) will help the learner obtain the relevant skills/competencies. Whenever possible, identify specific assignments that help the learner develop these skills.*
2. What is the micro-credential’s time to completion?

|  |  |  |
| --- | --- | --- |
|[ ]  Less than one term |[ ]  Less than two terms |[ ]  More than two terms (explain below) |
| [ ]  | One term |[ ]  Two terms |  |  |

1. When will the micro-credential be offered? (check all that apply)

|  |  |  |
| --- | --- | --- |
|[ ]  Fall semester |[ ]  Summer term |[ ]  Winter break |
| [ ]  | Spring semester |[ ]  Summer intersession |[ ]  Limited offering (e.g., one cohort) |

1. What are the prerequisites, background or skillsets that learners must have to declare the
micro-credential?

Section 5: Outcomes and Evidence of Learning

*Learners are awarded a micro-credential based on their ability to demonstrate that they have obtained the required competencies and skills. Learners only earn the micro-credential if they submit that evidence. In the case of micro-credentials built into courses, one or more of the designated competency-based assignments may be used as evidence. In the case of sets of courses, multiple measures across the courses or in a summative evaluation may be used as evidence. Evidence might include infographics, PowerPoint or classroom presentations, research papers, case studies, completed questionnaires, interviews or other discipline-specific assessments.*

1. Identify the broad competencies (soft skills/essential skills) that learners will acquire through the micro-credential and describe how the micro-credential meets these competencies.
*Sample category definitions can be found on the National Association of Colleges and Employers* [*career readiness website*](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)*.*

|  |  |
| --- | --- |
| Competency (check all that apply) | How the micro-credential meets this competency |
|[ ]  Critical thinking/problem solving |  |
| [ ]  | Oral/written communication |  |
| [ ]  | Leadership |  |
| [ ]  | Digital technology |  |
| [ ]  | Career management |  |
| [ ]  | Global/intercultural fluency |  |
| [ ]  | Teamwork/collaboration |  |
| [ ]  | Professionalism |  |
| [ ]  | Other:  |  |  |

1. Identify the specific workplace abilities (hard skills) that learners will acquire through the micro-credential and describe how the micro-credential meets these abilities.
*Provide supporting materials that document industry demand for these abilities. These may include letters from local employers/stakeholders and/or information about professional standards from a relevant industry or higher education professional organization.*
2. Describe the evidence of competencies and skills learners will submit during courses and/or upon completion of the courses associated with the micro-credential requirements.
3. List keywords that define the micro-credential.
*Keywords will be used in user searches and on the Kent State micro-credential website to help prospective applicants search for the micro-credentials that are relevant to their goals.*

Submit proposal electronically to:

*To Come*