

# Kent State University

## Academic Credit MicroCredential Proposal Form

---

### Section 1: Contact Information

Please include email addresses and affiliations.

Proposal date: \_\_\_\_\_

Contact name(s)  
Include affiliation(s),  
email address and  
phone numbers: \_\_\_\_\_

Academic unit(s): \_\_\_\_\_

Designated faculty lead  
and college, department,  
school \_\_\_\_\_

---

### Section 2: General Information

1. What is the proposed name of the microcredential?
2. What is the proposed implementation term of the microcredential?
3. What is the level of the microcredential?  
 Undergraduate    Graduate    Continuing/professional development
4. Is this microcredential part of a series or set of learning experiences?  
 Yes    No  
If yes, please explain.
5. Who is the intended audience for the microcredential?
6. Will the microcredential be designed to meet eligibility for an industry certification or licensure?  
Will it include a licensure exam as a part of the microcredential?  
 Yes    No  
If yes, please explain.
7. Provide a description of the microcredential (max. 1,500 characters) as you would explain to a prospective applicant in layman terms.  
*This description will be used on Canvas Badges (Badgr) and on the Kent State microcredential website.*
8. Was this microcredential prepared in order to address a particular community or business need?  
If yes, please explain.

9. Does the microcredential have the potential to be stackable, leading toward an existing Kent State certificate, microcredential 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 microcredential? e.g., hiring an adjunct instructor to offer a section of a course for the microcredential or purchasing software or equipment.

2. Is the microcredential being developed with external partnership(s)?

- Yes       No

If yes, please explain.

3. Will a special fee be attached to the microcredential, in addition to regular course tuition rates (i.e., licensure exam fee)?

- 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 microcredential?

*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.*

*Specifically address all pre-requisite skills, knowledge and/or courses required as identified in the current course catalog.*

2. What is the microcredential's time to completion?

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

3. When will the microcredential be offered? (check all that apply)

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

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

*Specifically address all pre-requisites, co-requisites, skills and knowledge necessary to be successful in the microcredential. If any course in the sequence has approved pre-requisites or co-requisites, in the course catalog, they need to be listed in the curriculum list above.*

## Section 5: Outcomes and Evidence of Learning

*Learners are awarded a microcredential 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 microcredentials 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 microcredential and describe how the microcredential meets these competencies.**

*Sample category definitions can be found on the National Association of Colleges and Employers [career readiness website](#).*

<b>Competency (check all that apply)</b>	<b>How the microcredential meets this competency</b>
<input type="checkbox"/> Critical thinking/problem solving	_____
<input type="checkbox"/> Oral/written communication	_____
<input type="checkbox"/> Leadership	_____
<input type="checkbox"/> Digital technology	_____
<input type="checkbox"/> Career management	_____
<input type="checkbox"/> Global/intercultural fluency	_____
<input type="checkbox"/> Teamwork/collaboration	_____
<input type="checkbox"/> Professionalism	_____
<input type="checkbox"/> Other:	_____

2. **Identify the specific workplace abilities (hard skills) that learners will acquire through the micro-credential and describe how the microcredential 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.*

3. **List keywords that define the microcredential.**

*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.*

### Signatures and dates:

**Note:** Each signer is encouraged to provide a short statement summarizing consultations/discussions or impacts specific to their area of responsibility.

If applicable, department chair(s) or school director(s):

College Curriculum Committee(s) (include date of committee review):

College Dean(s) to include a note that consultation occurred with the appropriate faculty advisory council(s):

If applicable, leader of a multidisciplinary area:

**The final signer (college dean in most cases), should submit the proposal as an email attachment to: [credmicrosub@kent.edu](mailto:credmicrosub@kent.edu). You can attach any other needed documents to the same email.**