Section 1: Contact Information
Please include email addresses and affiliations.

Proposal date: ____________________________________________

Contact names(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.

<table>
<thead>
<tr>
<th>Competency (check all that apply)</th>
<th>How the microcredential meets this competency</th>
</tr>
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<tbody>
<tr>
<td>☐ Critical thinking/problem solving</td>
<td></td>
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<tr>
<td>☐ Oral/written communication</td>
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<tr>
<td>☐ Leadership</td>
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<td>☐ Digital technology</td>
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<td>☐ Career management</td>
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<td>☐ Global/intercultural fluency</td>
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<td>☐ Teamwork/collaboration</td>
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<tr>
<td>☐ Professionalism</td>
<td></td>
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<tr>
<td>☐ Other:</td>
<td></td>
</tr>
</tbody>
</table>

2. Identify the specific workplace abilities (hard skills) that learners will acquire through the microcredential 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. You can attach any other needed documents to the same email.