ProfessioNole Ready

An online professional development series to build your career-ready skills.

Faculty & Instructor Guide

The Career Center is excited tobringProfessioNole Ready to your course this semester. Use this guide and checklist as a tool for implementing the program into your course or organization. ProfessioNole Ready will teach students about the nine professional competencies based on the University's ProfessioNole Competencies desired by employers, and established through research by the National Association of Colleges and Employers. As students complete modules and ativities, they will be able to display skills to potential employers.

The FSU ProfessioNole Competencies:
• Career Management
• Professionalism & Ethical Responsibility
• Communication
• Critical Thinking & Problem Solving
• Research & Innovation
• Teamwork & Cross-Cultural Collaboration

• Leadership
• Digital Fluency
• Global Fluency & Social Responsibility

Available Badges
A digital badge is an online representation of the skills a student has learned in ProfessioNole Ready. Students can share badges with other students, faculty, future employers, or admissions committees to display their level of career management and level of career readiness.

There are six total badges available to all students and graduate students who join the program.

All Students
• ProfessioNole Ready Black
• ProfessioNole Ready Garnet
• ProfessioNole Ready Gold

Graduate Students
• ProfessioNole Ready Graduate
• ProfessioNole Ready Industry
• ProfessioNole Ready Academia

To learn more about GradPNR, contact Megan Crowe, mcrowe@fsu.edu

Black Badge Course Requirement
Most instructors of undergraduate students will incorporate the Black Badge, which is the first stepping stone of the ProfessioNole Ready series and will require that students complete the following modules:

• Career Ready
• Professional Communication
• Ready to Network
• Resume Ready
• Interview Ready
• Diversity and Inclusion in the Workplace
• Salary and Job Negotiations
• Career and ePortfolios

Once a student has earned the Black Badge, the Garnet and Gold Module will unlock. For more information about the additional badges, visit www.career.fsu.edu/professionoleready

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Getting Started: Instructor & Faculty Checklist

The ProfessioNole Ready manager at the Career Center ill assist with integrating the badges into your course and help you determine the best course of action for including ProfessioNole Ready into your learning environment. Use the checklist below to prepare for your partnership with the Career Center.

1.) Meet with a ProfessioNole Ready Program Manager
• Review the modules, activities, badge, and sections of ProfessioNole Ready available or course integrations

2.) Submit course information to the ProfessioNole Ready Program Manager:
• Course Title
• Syllabus with ProfessioNole Ready outline as an assignment (cannot exceed 20% of a final grade)
• Enrollment Capacity
• Semester
• Badge(s) required
• Faculty Contact Information
• Teaching Assistant Contact Information, if applicable

3.) Explore the Quinncia (ATS) Software Option
• If your course exceeds 50 students or if your enrollment across multiple sections is more than 50 students, we ask that you consider using Quinncia AI software to enhance your student's experience with the resume critique and mock interview using this technology.

4.) Download Checkpoints/Due Dates in Canvas Commons
If you choose to include ProfessioNole Ready as a course assignment, we ask that you download the checkpoints from the Canvas commons as a way to track students' progress and ensure timely completion or integrate activity due dates into the course syllabus. Using the checkpoints/duedate will enhance the experience for all involved!

5.) Submit Course Roster after Drop/Add
Instructors should email a copy of the course roster to the Program Manager after drop/end. Your students will be enrolled into the appropriate section of ProfessioNole Ready.

6.) Communicate frequently with the Program Manager during the semester to ensure student success!

7.) Invite the Program Manager to the classroom the first or second week of class for onboarding

*Please do not redistribute, copy, or share ProfessioNole Ready modules, content, or activities without the written permission and consent of the FSU Career Center.

Program Contacts

• ProfessioNole Ready Program Manager (All General Inquiries)
Emily Kennelly, ekennelly@fsu.edu

• ProfessioNole Ready Program Manager (Graduate Students Only)
Megan Crowe, mcrowe@fsu.edu
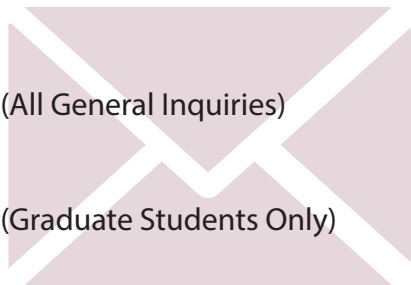
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ProfessioNole Ready
Assignment Overview

About ProfessioNole Ready
The Career Center's ProfessioNole Ready program (PNR) teaches students the professional skills valued by employers in the workforce, graduate/professional school programs, and other post-graduation plans. ProfessioNole Ready is a self-guided online professional development series in Canvas that you will have virtual access to complete interactive learning activities to help you build career ready skills and learn how to manage your career.

Assignment
Your instructor is working with The Career Center to provide you access to ProfessioNole Ready! The instructions below will help you the badge(s). Review the due dates and final badge deadline carefully to earn the badge by the end of the semester.

Earn a Badge
Earn up to three digital badges of completion to share with faculty, future employers, or admissions committees to show off your level of career knowledge and skills. Check with your instructor to know which badge you are completing for your course assignment.

Enrollment
The Career Center will enroll you in ProfessioNole Ready. You must accept the invitation to join in Canvas. Click on the Modules or Start Here, to begin earning your badge.

Final Badge Deadline
The badge request deadline is week 13 (fall/spring semesters) and week 11 (summer semester).

Questions?
cc-professionoleready@fsu.edu

BLACK BADGE MODULES & ACTIVITIES

The Black badge is the most popular among faculty to assign to students! Students can easily follow the module requirements to see what is required (e.g., page view or assignment completion) and earn the Black badge in 10 hours or less. Detailed information is included in the Program Welcome & Orientation module for students to review.

1. Career Ready
Learn about the career readiness competencies that employers value the most
    Activity: Am I Career Ready Assessment

2. Professional Communication
Learn about written and oral professional communication in the workplace and beyond
    Activity: Evaluating your Brand Survey

3. Ready to Network
Learn networking techniques to approach networking situations with confidence
    Activity: Elevator Pitch via FlipGrid
    Activity: Find a ProfessioNole Mentor
    Activity: Learning LinkedIn for Students

4. Resume Ready
Learn the skills to create an excellent resume to market yourself in professional settings
    Activity: Transferable Skills Survey
    Activity: Resume/CV Critique or Quinncia Resume Analysis
    Activity: NoleNetwork Quiz

5. Interview Ready
Learn interview basics to prep for interviews of all types (pick one activity)
    Activity: Big Interview Fast Track Quiz or Quinncia Mock Interview

6. Diversity & Inclusion
Learn about diversity and inclusion at work and how to develop global fluency
    Activity: Pixar Short Film
    Activity: Diversity at Work Quiz

7. Salary and Job Negotiations
Tools to research salaries and navigate the negotiation process
    Activity: Occupation, Benefits, and Salary Survey
    Activity: Job Negotiation Quiz

8. Career Portfolio
Prepare students for the world of work through reflection and skill documentation (pick one activity)
    Activity: Create a Folio using Portfolium or Submit your own Website Portfolio

9. Gain Experience and Be Recognized
Learn how to find and receive recognition for hands-on experiences related to your career
        Activity: Gain Experience Survey

10. Search for Job Opportunities
Learn about job search strategies and key resources for finding opportunities
        Activity: Job Search Quiz
        Activity: What's Your Job Target?

11. Ready for Graduate School
Learn about applying to and selecting graduate and/or professional school programs
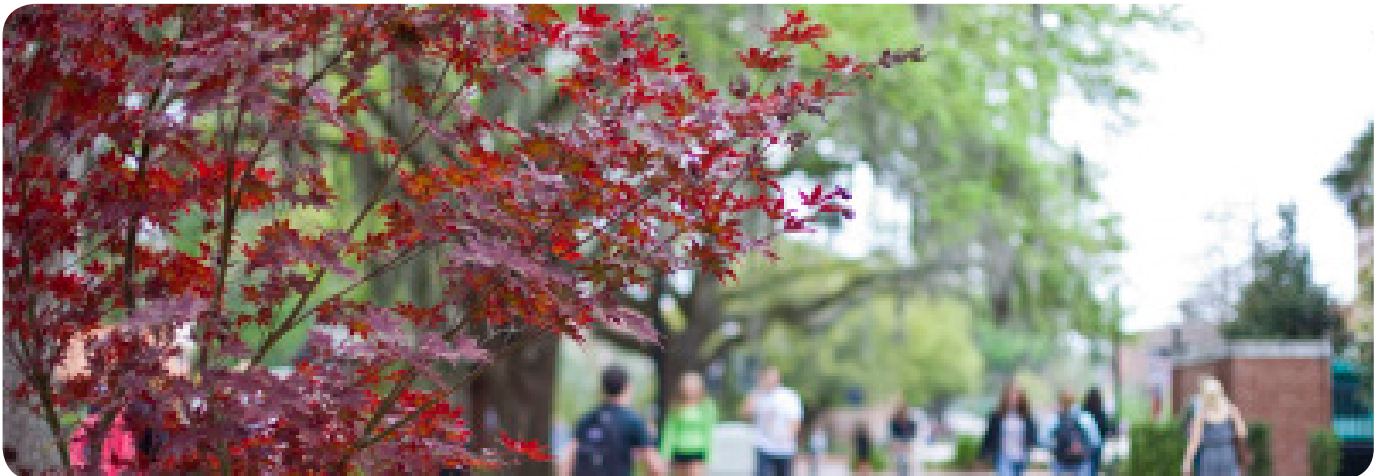   Activity: Research Graduate and Professional School Programs
        Activity: Personal Statement Survey

12. Ready to Work in a Global Economy
Learn how to study, intern, or work cross culturally and abroad
        Activity: Ready to Go Global Worksheet
        Activity: GoinGlobal Quiz

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Download the Orientation & Checkpoints Module: Canvas Commons

The ProfessioNole Module in the Canvas Commons will provide a program orientation to your students and assignment templates for tracking your student progress and final badge proof.   Faculty and staff may opt to not use these checkpoints but it is highly recommended to implement due dates into the course syllabus.

Students may complete ProfessioNole Ready at their own pace, but we recommend structured checkpoints for course integrations to enhance the student and instructor experience.
• Step 1: Download the ProfessioNole Ready Checkpoint Module from Canvas Commons
• Step 2: Publish the module into your Canvas course
• Step 3: Edit the points for each checkpoint; should not exceed 20% of the final grade

You have the option to set checkpoints to be graded, or simply submitted. If you prefer not to use the checkpoints, we ask that you still publish due dates somewhere in your course and use the Badge Request and Final Badge Completion assignment templates. Review the content and layout of each checkpoint carefully. Please do not make major changes without consulting with the PNR Program Manager.

Steps to Access Module in Canvas Commons
1.) Search 'ProfessioNole Ready' in the Canvas Course Commons
2.) Select Import/Download
3.) Add the ProfessioNole Ready Orientation & Checkpoints in your Course