

## Career-Readiness Academies: Information for Faculty & Staff

The Career and Professional Development Center (Career Center) introduced academies and digital badges in fall 2023 to assist students in developing and enhancing their career readiness. The academies are designed to support the National Association of Colleges and Employers (NACE) eight career-readiness competencies.

- Career & Self-Development
- Leadership
- Communication
- Professionalism
- Critical Thinking
- Teamwork
- Equity & Inclusion
- Technology

Please visit the [Career-Readiness Academies and Digital Badging website](#) for detailed descriptions of each academy and the career-readiness competencies. Below is the list of six academies currently offered by the Career Center with target group recommendations.

Competency	Academy Name	Recommended For	Semester(s) Offered
Career & Self-Development	Financial Wellness Academy	All students	Fall and Spring
Communication	Interview Academy	Juniors, seniors, graduate students, or any student currently preparing for an interview	Fall and Spring
Equity & Inclusion	Diversity, Equity & Inclusion Academy	All students	Fall and Spring
Leadership	Leadership Development Academy	All students; recommended to complete during first or second year in preparation for campus & community leadership positions	Fall and Spring
Professionalism	Professional Experience Academy	Any student who completed an internship, practicum, student teaching or clinical experience	Spring
Technology	Online Security Basics Academy	All students	Fall and Spring

Academies for the Teamwork and Critical Thinking Competencies will be available in Spring 2025.

## Promoting Academies to Students

We hope you will join us in promoting these opportunities to students! Since the academies are designed to provide students with opportunities to develop career competencies, the digital badge they receive should reflect the student's professional focus and initiative. For that reason, we ask that faculty and staff not require students to complete an academy. However, we encourage you to promote the academies to your students by sharing the information and/or offering extra credit to students who complete an academy.

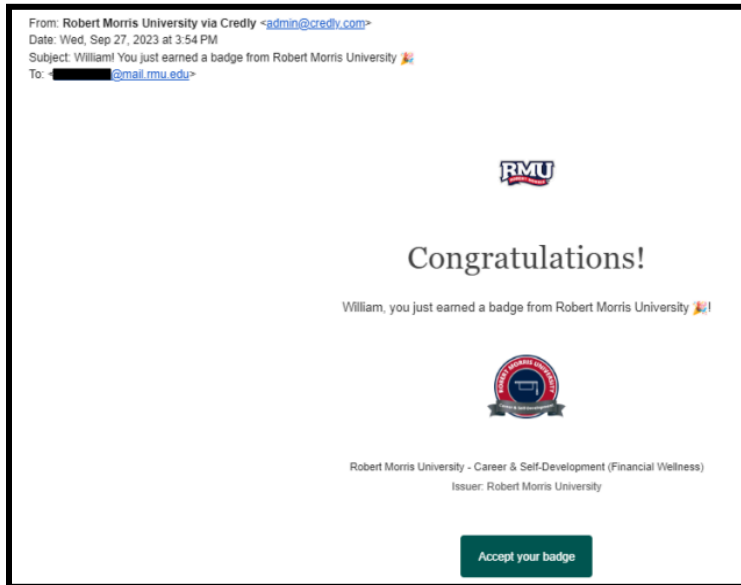
For faculty interested in offering extra credit, please review the information below regarding the process and important dates.

1. Faculty provide details about the extra credit assignment to students and select a due date that best fits your course timeline based on the key dates listed below:
  - **Academy Registration Deadline:** The deadline for students to register for Fall 2024 academies is **Monday, November 4**.
  - Badges will be awarded twice during the semester:

<b>Academy Completion Deadline Options</b>	<b>Digital Badge Awarding Dates</b>
Wednesday, September 25	Wednesday, October 9
Monday, November 11	Tuesday, November 26

2. Students register for the academy through sign-up links on the Career Center website. Registration links are also provided below:
  - a. [Financial Wellness Academy](#)
  - b. [Interview Academy](#)
  - c. [Diversity, Equity & Inclusion Academy](#)
  - d. [Leadership Development Academy](#)
  - e. [Professional Experience Academy](#)
  - f. [Online Security Basics Academy](#)
3. The academies are housed in Blackboard where students can access all instructions and requirements. The Career Center staff will add new student registrants to the academy Blackboard shell twice a week (Mondays & Thursdays).
4. Once students are added to the Blackboard shell, the Career Center sends students a welcome email with instructions. The Career Center will also send students email reminders about upcoming deadlines throughout the semester.
5. The student fulfills academy requirements and uploads any required certificates of completion into Blackboard.
6. After reviewing the student's submission(s) in Blackboard, the Career Center issues the digital badge to the student's email address. The digital badge comes directly to the student's email from [admin@credly.com](mailto:admin@credly.com). (Per the dates above, badges will be awarded

twice during the semester.) See sample email below.



7. Faculty/staff request the student(s) to forward/provide a copy of the email with the digital badge as proof of extra credit completion.

#### **Additional Considerations for Professors/Instructors**

- Rather than promoting one academy, faculty/staff could opt to allow students to select which academy to complete. This would allow students to consider which competencies they excel in and which they perceive as a deficit area and to select the academy that gives them the best opportunity for personal and professional growth.
- The professor/instructor could consider adding an academic component to the extra credit option, such as an assignment asking students to reflect on the academy experience, expand upon the information covered in the academy, identify action steps to further grow that competency area, etc. Professors/instructors would have the option to tailor the assignment to support the course goals.
- Since students may have completed academies in prior semesters, the professor/instructor should consider if they are willing to accept digital badges previously earned.

Thank you for supporting the career readiness of RMU students! If you have any questions, please contact Sue Walls at walls@rmu.edu.