**Indiana State University**

**Career Center**

**Guidelines for Proposing Career Skills Certificates**

The ISU Career Center coordinates a comprehensive skills training program to certify students’ professional skills and to ensure graduates are ready for the workplace. The program includes an array of certifications, both university-administered and third-party offerings.

ISU Career Skills Certificates require the completion of non-credit or for-credit training, demonstration of mastery of related skills, and evaluation. Successful completion of Career Skills Certificates is documented on the student’s co-curricular record.

The ISU Career Center has received grants from the Lilly Endowment and Duke Energy Foundation to expand the number of Career Skills Certificates. Departments are invited to submit proposals for new Career Skills Certificate programs. Proposed programs should be practice-oriented and advance the student’s workplace skills. Departments may request up to $3,500 in funding to assist with the costs of launching the program. Proposals should include the following components:

1. Sponsoring Department/s
2. Program Director
3. Purpose of Career Skills Certificate Program –Proposals must address how the certification will improve employability of ISU graduates. What evidence is there regarding employer and student demand for the certification? What need does the program serve that currently is not being served by existing for-credit or non-credit programs? How does this program enhance the mission and current offerings of the proposing department?
4. Program Description – Describe the certificate program curriculum. Are there admission requirements? What are the learning goals? How will these goals be evaluated? What is the program format? What time commitment is required for students to complete the program? Does participation in this program prepare students for an external, third-party certification?
5. Recruitment – What are your enrollment goals for the program? How did you determine these goals? How will you inform prospective participants?
6. Program Management – Proposals should provide a clear description of how the program will be administered. How will the program be staffed? How will students register for the program? How will their progress be tracked?
7. Financial Management – What is the cost for participants? How will the program be sustained after the end of the grant? What material resources are required to offer the program? What human resources are required to offer the program?

Additional considerations:

1. Sponsoring programs are responsible for tracking participants’ progress toward completion, awarding certificates, and posting record of completion to the ISU Career Center.
2. Career Skills Certificates are considered non-credit and will not be noted on the student’s transcript. Documentation will be included on the student’s co-curricular record.
3. Certificates can be proposed by both academic and administrative departments.
4. All students enrolling in certificate programs must be ISU students.
5. Programs should not request funding to pay the costs of third-party certification exams. A fund is available through the ISU Career Center to help individual students with these costs.

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| **CAREER CENTER**  **Career Skills Certificates**  **BUDGET** | | | | |
|  | | | | |
| **Expenses** | **Units** | **Cost per Unit** | | **Total** |
| 1. **FACULTY SUMMER STIPEND**   **(NOT TO EXCEED $2000)** | **0** | **$0.00** | | **$0.00** |
| 1. **FRINGE BENEFITS (7.65 X stipend)** | **$0.00** | **0.0765** | | **$0.00** |
| 1. **STUDENT WAGES** | **0** | **$0.00** | | **$0.00** |
| 1. **FRINGE BENEFITS (7.65 x stipend)** | **$0.00** | **0.0765** | | **$0.00** |
| 1. **CONSULTING/HONORARIA** | **0** | **$0.00** | | **$0.00** |
| 1. **PRINTING/DUPLICATING/CAMERA READY** | **0** | **$0.00** | | **$0.00** |
| 1. **\*TRAVEL** | **0** | **$0.00** | | **$0.00** |
| 1. **EQUIPMENT & SOFTWARE**   **(ITEMIZE/JUSTIFY IN BUDGET EXPLANATION)** | **0** | **$0.00** | | **$0.00** |
| 1. **Other (Attach extra sheet if necessary)** | **0** | **$0.00** | | **$0.00** |
|  | **0** | **$0.00** | | **$0.00** |
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|  | **0** | **$0.00** | | **$0.00** |
| **TOTALS:** |  |  | | **$0.00** |
|  |  |  | |  |
| **\*As calculated under current University regulations. Travel expenses should be listed separately by trip with the destination, purpose, and cost of each indicated.** | | | | |
| **BUDGET EXPLANATION** | | | | |
|  | | | | |
| **Are you applying for any other ISU grants for this project?** | | | **Yes** | **No** |
| **If yes, name of grant program:** | | | | |

**Submit your complete narrative and budget to: Dr. Darby Scism, Career Center,**

**231 N. 6th Walkway, darby.scism@indstate.edu**