Assessing Job Skills and Helping Students Build a Portfolio

Presenters:
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Proposal prepared by Kathrine O’Neil, PhD
Overview of GELs and PCs

David Healey
Agenda

• Employers’ concern about lack of job skills
• Kaplan’s development of GELs and PCs in response to these concerns
• Ways the composition courses in the School of General Education help students develop job skills and build a portfolio
• Questions
JOB SKILLS, GELs AND PCs

- There exists a gap between the skills that employees have and that employers need.
- General Education Literacies and Professional Competencies were developed at Kaplan University to help bridge this gap.
Writing advice from employers

“Be precise with your language and that includes minimizing your jargon and acronyms.”
—Richard Barton, CEO International Critical Incident Stress Foundation and retired colonel and superintendent of the Maryland Park Service

“Take every opportunity to write something. Try all kinds of writing.”
— Jenifer Dolde, collections manager at the Chesapeake Bay Maritime Museum
General Education Literacies (GELs) at KU

- Communications
- Mathematics
- Science
- Social studies
- Arts and humanities
- Research and information
- Ethics
- Critical thinking
- Technology
- Professionalism
- Career development
Professional Competencies at KU

• These competencies are embedded in courses as a way to connect student outcomes with the skills that employers are seeking.

• Professional Competencies include communication, teamwork, leadership, problem solving, and critical thinking.

• PC are faculty-driven in that committees review assignments to make sure they align with the PCs.
Kaplan Professional Competencies

**Teamwork** • Works in teams to achieve collective goals.

**Personal Presentation** • Demonstrate professionalism in a variety of situations.

**Leadership** • Demonstrate leadership knowledge, skills, and abilities to successfully lead teams within one’s profession.

**Multiculturalism & Diversity** • Leverage the strengths of multiculturalism and diversity for the benefit of the organization and community.

**Graduate Communications** • Demonstrate professional written and verbal communication to achieve positive results.

**Graduate Problem Solving & Critical Thinking** • Apply critical thinking and problem solving behaviors.
Competency Report for Sally Q Student
ID: 1234567
Date: 5/17/2016

Leadership and Teamwork
Exhibits the ability to successfully lead teams and work collaboratively to achieve collective goals.

Professionalism and Ethics
Navigates the ethical and legal implications of one's role to arrive at high professional standards.

Communication
Communicates clearly and effectively to a range of audiences using a variety of methods and styles.

Disciplinary Knowledge and Skills
Performs the skills and has the knowledge to succeed in one's chosen career and field.

Research and Analysis
Acquires, evaluates, or uses information to support reasoned decision-making and problem solving.

Critical Thinking and Problem Solving
Explores issues, ideas, or events in order to design and implement strategic solutions.
Ritu Sharma

CM 107
Students will . . .

- Apply reading skills to determine the elements of effective writing.
- Use language appropriate to audience and situation in a personal document.
- Apply strategies to write effective academic documents.
- Demonstrate when, how, and why to support your writing with appropriate research.
- Apply strategies to write effective professional documents.
- GEL-1.2: Demonstrate college-level communication through the composition of original materials in Standard English.
- PC-1.1: Engage in a team setting with professional integrity and respect.
When you engage in a team project, whether for work or school, you want to provide support for your teammates, acknowledge their contributions by pointing out strengths in their work, and offer original, thoughtful feedback that will benefit the entire team. The ability to collaborate effectively is a crucial professional skill, and this week's discussion will help you to build those skills.

Revisit the paragraph you posted in Unit 7 and apply what you have learned about APA signal phrases and in-text citations to revise that paragraph to give appropriate credit to the source or sources you incorporated into that paragraph.
Assignment: Unit 8

- Use the feedback to substantially revise your Unit 6 academic essay draft to submit as your Unit 8 Assignment.

- Your goal is to strengthen the Unit 6 Assignment draft, improve the introduction and conclusion and organization of the draft, as well as to incorporate and cite 3-4 relevant and reliable secondary sources into the paper using APA format so that you support and further develop your ideas and claims.
Job Skills & Portfolio

- Blog for change in community/workplace
- Executive summary
- Analysis & reflection
- Development & success
- Self improvement
Student Evaluations

- I love that this course is specifically made for writing and gaining knowledge on how to prep for “real world”.

- I was not a fan of “must exceed standards for full points” concept in discussion board but could accomplish it based on trial and error method.

- I recently got a promotion based on my research skills that I have acquired during this course.
CM 220: Building Writing, Communication, and Teamwork Skills

• Identify aspects of their writing they wish to change and think about how writing skills will benefit them in personal, professional, and academic situations
• Create an “idea for change” that solves a problem in their community or workplace
• Consider the importance of being able to follow a particular style and layout in business writing
• Develop digital media skills and learn to follow “good design” rules for Power Point and video
• Build teamwork and collaboration skills through the discussion boards and seminar
CM 220 Course Outcomes

• CM220-1: Articulate what constitutes effective written communication in personal, professional, and academic contexts.
• CM220-2: Construct logical arguments.
• CM220-3: Conduct research to support assertions made in academic and professional situations.
• CM220-4: Synthesize research and data into a written argument.
• CM220-5: Develop strategies for effective problem solving using digital media.
Time to Ban the Bottle

April 05, 2016

Create a digital media presentation on the "idea for change"

Link: https://animoto.com/play/0ZqCRvDeYvpShluoZcjHzA
GEL 1.2 and PC 1.1

• GEL 1.2: Demonstrate college-level communication through the composition of original materials in Standard English.

• PC 1.1: Engage in a team setting with professional integrity and respect.
How the Outcomes, GEL and PC Fit Together

Develop an idea for change
- Create a persuasive thesis (Outcome 2)
- Conduct research to support thesis (Outcome 3)
- Write an essay (Outcome 4, GEL 1.2)

Create a presentation
- Develop presentation draft, share in discussion, and make revisions for the assignment (Outcome 5)

Provide feedback
- Offer feedback to classmates on presentation in the unit 9 discussion (PC 1.1)
Evaluating PC 1.1 with Unit 9 Discussion

Demonstrates professional integrity by showing respect for classmates (i.e., making the main post and responding to classmates in a timely manner so they have time to make revisions for the Unit 9 Assignment).

• Demonstrates honesty by offering constructive feedback on others’ presentations.
• Provides support for classmates by using a respectful tone.
• Acknowledges contributions of classmates by responding to questions and comments.
• Provides feedback to at least two classmates about their presentations.
• Offers at least two specific recommendations for revision.
• References concepts from the unit reading in the revision recommendations and responds to all of the assigned response questions.
The Challenges

Fear of technology

Time

Busy slide design

CC0 Creative Commons
Visual Tips

- Encourage students to think about selection of graphics and their relationship to the argument in the presentation.
- Resources like this checklist give students a quick overview of the expectations for effective design and image selection.
Graphics

- Helping students understand how to find and select appropriate images
- Giving students guidance about best sites (Pixabay, etc.)
- Teaching students how to cite those images or provide appropriate credit (such as a Creative Commons logo)
- Providing guidance on fair use and copyright laws that will help them in the workplace

WHERE TO FIND FREE GRAPHICS

Curated by David Barnett, PhD, Exec. Director, Accreditation, Kaplan University
Learning Good Design

Do you know what else could be lurking in the Ocean?

While this will affect the over 25,000 Summer Locals, the proposal was made by the City Council and voted on by the 1,556 year round residents.

City of Rehoboth Beach (2017a) Business Resources and Links

Photo credit: Sky Jack Pictures, TJ Redefer, 2017
ASK
References


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