1. What is the purpose of the Skills Infusion Program?
   • To provide faculty with professional development related to mapping course outcomes to the National Association of Colleges and Employer’s (NACE) transferable skills and reflecting this on syllabi with input from the Career Center and an employer/alumni partner.
   • Help ensure students are empowered to articulate the transferable skills they learned in concert with the course content.
   • Provide a reflection tool for students to conduct gap analyses for the skills employers say they want but the student has not yet practiced or learned.

2. What is the difference between a Faculty Fellow Lead and a Faculty Fellow Participant?
   • A Faculty Fellow Lead is responsible for the following.
     o Oversee one pod made up of three teams, each team comprised of one employer/alumni partner, a Career Center representative, and a Faculty Fellow Participant
     o Be expected to coordinate, lead, and complete no more than three meetings with each team throughout one semester
     o Provide an updated syllabus outlining course outcomes mapped to NACE
     o Show examples of course activities that help students articulate transferable skills
   • Faculty Fellow Participants will be part of one team within a pod.
     o Participants will provide an updated syllabus outlining course outcomes mapped to NACE
     o Show examples of course activities that help students articulate transferable skills

3. What is the role of the employer/alumni partner on the team?
   • The employer/alumni partner will be a voice from the industry that will be able to speak to the work place competencies that they look for and/or expect in new graduates.
   • Both Faculty Fellow Leads and Participants are required to send at least one recommendation of someone with whom they might consider working as an alumni/employer partner during this project. Leads and Participants should send the Career Center the names, along with contact information (email and phone preferred).

4. Who will contact the employer/alumni partner?
   • The Career Center will make the initial contact with the prospective employer/alumni partners recommended. Once they have agreed to participate, the Faculty Fellow Lead will then notify them of the dates, times, and locations for the team meetings.
   • Arrangements for employer/alumni parking and meals will be made by the Career Center.
Frequently Asked Questions

5. What is the role of the Career Center representative?
   - The Career Center representative will be acting as liaison and guide for each meeting as well as facilitating dialog and troubleshooting.
   - The Career Center representative will have a meal card with which to pay for meals and/or refreshments for all of the meetings.

6. How many meetings will there be?
   - The process for skills infusion into course syllabi is limited to one semester, via no more than three pod meetings and two individual group meetings.

7. Who will set up the three meetings?
   - The Faculty Fellow Lead will coordinate all meetings and will contact the Faculty Fellow Participants, employer/alumni partners, and Career Center representatives as to locations, times, and places.

8. What are the NACE competencies and how do they relate to the workplace competencies?
   - The NACE competencies and the workplace competencies are the same. The term “Workplace Competencies” is more relatable to the students that may not be aware of who and what NACE is.

9. Is there a format or worksheet for mapping out the workplace competencies?
   - Yes, you will be provided worksheets and examples from the Career Center to guide you in mapping the workplace competencies at your first meeting.

10. Do I need to totally change my syllabus or assignments?
    - No, the goal of the project is to help map the existing workplace competencies found in your syllabus and/or assignments. The project may inspire you to make changes or additions to your syllabus, but they are not required.

11. Do I need to meet every workplace competency with my syllabus?
    - No, you will not be expected to meet every workplace competency. The goal is to map which competencies to which your syllabus best speaks and/or aligns. The expectation is that what one course doesn’t meet, another course will.

12. Do I need to list all of my course outcomes or just the major ones?
    - It would be beneficial to list all your course outcomes, if feasible.
13. What are the deadlines for completion of this project for the semester?
   - The 2018 spring semester deadline for completion is May 18, 2018.
   - The 2018 summer semester deadline for completion is August 17, 2018.
   - The 2018 fall semester deadline for completion is January 4, 2019.
   - The 2019 spring semester deadline for completion is May 10, 2019.

14. Why do you need my Ball State ID number?
   - Your ID number is required in order for payroll to properly process your stipend payment.

15. What do I need to do to receive my stipend?
   - Complete your updated syllabus and the Skills Infusion Program Record of Completion form. Submit both documents to your Faculty Fellow Lead for sign-off and processing to the Career Center.
   - Once there is documentation of a final, completed syllabus, and the signed Record of Completion form are received by the Career Center, a payment request will be generated to be paid through the Ball State payroll system on the next available pay cycle.