



ASC UNDERGRADUATE STUDENT SUCCESS GRANT (2022-2023)

The Center for Career and Professional Success (Career Success) works in close collaboration with the departments and centers that comprise The Ohio State University's College of Arts and Sciences to ensure that every student is prepared to design their lifetime of opportunity. The ASC Undergraduate Student Success Grant seeks to expand collaboration between Career Success and academic departments/centers to provide **targeted student support** in either of the following areas:

- Access to training programs that support development of [The Buckeye Advantage readiness competencies](#)
- Exploration of career pathways linked to undergraduate degrees
- Expansion of experiential learning opportunities
- Address financial hurdles tied to participation in a required internship or integrated elective
- Engagement of alumni or industry professionals in career focused department events

ELIGIBILITY CRITERIA:

Each applicant must be a full-time Ohio State College of Arts and Sciences faculty or staff member during the academic year of the proposed implementation of the grant.

SUBMISSION CRITERIA:

The submission process is two rounds. For **Round One**, please submit a brief proposal that includes the following information.

1. Overarching goal(s) and measurable objectives of grant.
2. How the grant contributes to one or more of the targeted student support areas listed above. Examples of support found on page 3.
3. Each grant requires at least one Faculty and one Staff sponsor, with one member designated as the Grant Director. (The proposal should specify who will fill each of these roles.)
4. Designation of a fiscal contact within your department/center.
5. Total amount of funds requested (maximum amount is \$3000).
6. A basic budget with broad expenditure categories and estimated costs for each category.
7. Semester(s) in which proposal would be implemented (options are SP23 and SU23 (keep in mind funds are to be used by conclusion of fiscal year).
8. A brief letter of support from your department chair and/or center director. Letters should be no more than one page in length and include a statement indicating the percentage of departmental funds that can be provided (see Department Commitments below).



The Round One proposal is due by October 15, 2022. Proposals should be submitted using the form found at https://osu.az1.qualtrics.com/jfe/form/SV_3aCb9uwCqzwCJHo

If selected to move forward in the application process to **Round Two**, you will be required to submit the following materials by November 11, 2022:

- Detailed estimated budget.
- Explanation of how the grant enhances collaboration between the department and Career Success.
- A list of the forms of support you need from Career Success (see options below).
- A project timeline that includes when you need support from Career Success.
- A basic plan for evaluation of the project, particularly how the grant money made an impact on students.

DEPARTMENT COMMITMENTS:

- Contribute 15% of the funding requested toward the project (i.e., if \$2500 requested, the department contributes \$375 toward the total project costs).
- Include information on your department's website about how the grant award was used to support students.
- As applicable, utilize College Career Success student support tools (e.g., Handshake, Vmock, Turazo) to meet project goals.
- Prepare a report to account for how the project goals were met and final costs (report can be a narrative or PowerPoint).
- Share report with Career Success by June 1, 2023.

CAREER SUCCESS AREAS OF SUPPORT:

- Assistance with evaluation of impact (e.g., creation of Qualtrics forms).
- Marketing toolkit consultation meeting.
- Technical support for use of Handshake.
- Introductions to training vendors with readiness competencies curriculum.
- Available for consultation during Round One and Round Two of submission process.
- Career Coaches available to lead preparatory events or be involved during the grant-funded program/initiative.
- Funding of up to \$3,000 for each awardee (department/center).
- Raise visibility of unique initiatives to college's leadership.



STUDENT SUPPORT EXAMPLES

(1) Access to training programs/materials that support development of [The Buckeye Advantage readiness competencies](#)

- Schedule a vendor (e.g., New Horizons) to deliver a training session
- Purchase materials to be used in a course that integrates a competency (e.g., case studies)

(2) Exploration of career pathways linked to undergraduate degrees

- Support travel costs for alums who can participate in an in-person Life Beyond Degree event.
- Creation of a minority-based mentoring programming that would match students to alumni

(3) Broaden experiential learning opportunities

- Creation of a job shadow program that allows students to be on-site with an employer or alumnus
- Create a service-learning program that allows juniors and seniors to apply their coursework to support the work of a nonprofit organization
- Creation of marketing materials to help promote the role of experiential learning within a department (for example, a marketing brochure that discusses ways in which a student can build their resume)

(4) Address financial hurdles tied to participation in a degree required internship or integrated elective

- Adapt the Career Accelerator Fund guidelines for use with your majors who have obtained an unpaid internship and have expressed concern about associated financial strain
- Utilization of resources to help fund student “resume builder” experiences, such as stipends for students participating in low-pay or no-pay internships

(5) Engagement of alumni or industry professionals in career focused department events

- Plan a half-day micro-mentor event that will allow students to conduct informational interviews with multiple contacts
- Creation of marketing resources to share with alumni that encourages them to participate in events connecting them to students