**Suggested TEMPLATE** for CAS departments

submitting proposals for **digital badges** to the CAS Dean

*Note: Please provide page numbers in your document for ease of reference*

TITLE PAGE: please include:

* Name of department(s) proposing the digital badge
* Name of proposed digital badge (i.e. what employers would see)
* “Goal” statement (i.e. 2-3 sentence “elevator talk” statement about what skill or skills will be documented by the proposed badge)
* Indicate date by which you plan to have all digital badge requirements available for students (*from the curriculum side*; assume that the IT technical side is being addressed for all badges at the school and/or university level)
* Date of proposal’s submission to CAS Dean’s office

BODY of document:

1. **Rationale**: why is this digital badge advantageous for students to have? How will it help students meet their career goals (i.e. most likely for employment, but also perhaps further education?)
2. **Requirements**: Description of the requirements for earning the proposed digital badge. Include a table that lists the requirements and indicate how each requirement would be accessed by students (e.g. “existing class” or “new class to be designed” or “experience available via ….). Note that requirement amount and size will vary depending on the goal and disciplinary elements of the badge, but a good rule-of-thumb might be roughly 3 classes worth of training.
3. **Time to completion:** Indicate, when known or approximate, the length of time needed to complete the requirements (e.g. if class-based, how often are those classes offered).
4. **Completion tracking:** Indicate the method planned for determining when students have earned the proposed badge. For instance, who the department (and how) will completion of the badge requirements be confirmed and students informed of that completion? If the proposed plan is external to the originating department, explain how and why.
5. **Demand:** Indicate any evidence you have that would suggest a ready market for the proposed badge. Include an indication of the sources used to arrive at this measure of demand.
6. **Capacity:** Estimate how many students the department can support at any given time in pursuing the proposed badge.
7. **Budget** impact: indicate whether or not this badge can be delivered with existing resources (human and budgetary) or if any additional resources would be required.
8. **Department approval** process: indicate date of the proposals voted approval at the department(s) level. If more than one department was involved in developing (and planned delivery) of the badge, indicate the process and dates of inter-departmental collaboration (including names of participants in those discussion).

Please submit completed proposal document to the CAS Dean’s office (preferably before spring break 2020).