

Passport to Success Program Activities

Gray = High Impact/ Employer contact
Updated 9/24/20

These programs help develop your career readiness and the following NACE Competencies as well as develop the three pillars of the Doermer School of Business: Global, Strategic, and Innovative. Check progress at pfw.blackboard.com
Points are only added for activities completed while in DSB



Grade Book	Activity	Points	Documentation	Directions
CAREER DEVELOPMENT CENTER AND ACADEMIC SUPPORT				
CA	Complete Career Assessment through Career Development Center and meet with Career Counselor to discuss results	75 (max 75 points)	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Go.pfw.edu: Career Development Tab: TypeFocus7 Career Assessment. Other assessments may be available through the Career Development Center. Then schedule appointment with Career Counselor via Handshake.
MOCK INT	Mock interview through Career Development Center	60 (max 180 points)	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Visit pfw.biginterview.com , create log in with PFW email address. Complete assignment:d2c31d or make your own. Then schedule appointment via Handshake with Meg or Courtney, don't forget to send Big Interview link in appointment notes.
CIF	Attend Career or Internship Fair (HIGH IMPACT)	40 (max 120 points)	Bring copy of your completed Validation Form to NF 366	Handshake - Events
CA WORK	Career Center Workshops/webinars/events - Archived webinars are available in Handshake: 1. Log into Handshake 2. On top right click "Career Center" 3. Click on "Resources" 4. Click on "Career Webinars" . Videos also available on YouTube - Purdue Fort Wayne Career Development Center.	40 (max 320 points)	For webinars submit essay to busadvisor@pfw.edu . For workshops, sign in at event.	Archived webinars are available in Handshake: Handshake: On top right click "Career Center": Click on "resources" : "Wednesday Webinars" or on Career Development Center YouTube channel. Watch any & submit a 1 page essay telling how you will be able to personally use the information.
DCC	Drop in Career Counseling virtual or in person session/job fair prep/ quick job search questions– Typically 15 minutes	20 (max 80 points)	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Virtual appointments available on Handshake or by emailing meg.underwood@pfw.edu ; email resume to resumereview@pfw.edu
CC MEET	Virtual or In-person Appointment with Career Development Center or DSB Professional Development & Outreach – resume/cover letter, career counseling, job search help, elevator pitch, etc. Typically 30-60 minutes	40 (max 160) EXTRA 25 points if you visit 1 per year for at least 3 years	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Virtual appointments available on Handshake or by emailing meg.underwood@pfw.edu
HANDSHK	Complete Handshake Profile- must include Career Development Center approved resume.	30 (max 60 points)	When profile complete and resume updated, send email with screenshot to busadvisor@pfw.edu	Handshake complete profile includes: At least one work experience; At least one extracurricular activity or student organization; At least one skill Send resume to Resumereview@pfw.edu , make suggested edits, then upload to Handshake and make public
IMER	Immersion Excursion (HIGH IMPACT)	60 (max 180 points)	Send email to busadvisor@pfw.edu to check for attendance	Fall 2020 not available. When available again, register for event on Handshake
TUTOR	Use tutoring/Writing Center services or Attend BUS 20101 tutoring lab	10/ session (max 80 points)	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Online Consultations with the Writing Center: https://www.pfw.edu/offices/learning-support/writing-center/consultations ; Speech service also available via Skype - Check website for instructions
WRKSHP	Participation in various workshops and other events as announced	Points to be announced (max 320 points)	Send email to busadvisor@pfw.edu with screen shot that shows time, date, and person you met with/event attended for proof of attendance	Check Handshake and email for virtual or in person career development related workshops or participate in community or work events
ORGANIZATIONS AND LEADERSHIP ROLES				
STU GOV	Student Government Executive Branch, if elected position	150/year (max 300 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm participation	https://www.pfw.edu/student-government/
ADONS/STARS	Ambassadors https://www.pfw.edu/ambassadors/STARS Admissions Rep	150/year (max 300 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm participation	Apply with the Admissions Department
RA	Resident Assistant	100/year (max 200 points)	Ask supervisor to email busadvisor@pfw.edu to confirm	Recruitment season typically in Spring for Fall. Email housing@pfw.edu
OA/SSC	Orientation Assistant for NSO/Student Success Coach	100/year (max 160 points)	Ask supervisor to email busadvisor@pfw.edu to confirm participation	email orientation@pfw.edu for more information
LEAD	Big Event Leader, Stu Gov Senate, Dean of Students Diplomat, DSB Dean's Advisory Council, ALS Communication Partner, Leadership Retreat Leader, Other Leadership roles as announced	80/year (max 160 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Watch email or Check with Student Life & Leadership
DSBPEER	DSB Peer Mentors, Teaching Assistant	75/semester (max 300 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Apply when available
RETREAT	Student Leadership Retreat/Adventure Participant	80/year (max 240 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Watch email or Check with Student Life & Leadership

DSB STU ORG	Membership in DSB student organization	70 per org/year (max 420 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Watch email or find advisor on https://www.pfw.edu/student-life/student-organizations/
LR DSB STU ORG	Leadership role in DSB student organization (points in addition to membership points)	60 per org/year (max 270 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Join club and then run for an officer position when available
ATHLETE	Student Athletes/Cheerleaders	70/year (max 280 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	See Coach of Sport
STU ORG	Member of any PFW student organization (not in DSB), student government (election board, judicial court) or intramurals	40 per org/year (max 240 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	https://www.pfw.edu/student-life/student-organizations/
STU ORG LR	Leadership Role in any student organization, SAB, senate, student government, or intramurals	30 per org/year (max 120 points)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm	Join club and then run for an officer position when available
CONSULT	Tutor or Writing Consultant	20 pts/hour (max 400 points)	Send email to busadvisor@pfw.edu with screen shot that shows work hours for proof of attendance	Apply to be a tutor consultant
BUS ORG	Student Membership in a national professional business organization like AICPA, American Marketing Assoc, Financial Management Assoc, Society for Human Resource Mgmt	30/organization (max 90 points)	Send confirmation website or email to busadvisor@pfw.edu	Visit organization website, be sure to look for student price
PROF CERT	Earning business related professional certification through place of work EX: Series 6 license, Sales award, etc.	varies (max 100 points)	submit proof of certification to NF 366 or busadvisor@pfw.edu	Get ideas here: www.glassdoor.com/blog/certifications-impress-recruiters/
VOLUNTEER	Volunteer for various agencies	JA & Big Brothers 15/hour ; Other 10/hr. (max 375 points)	Email from supervisor/organization sponsor to busadvisor@pfw.edu stating dates of service, hours worked, supervisor's name and phone	ID org, consider career path or developing passions
ROTC	ROTC or Military Deployment including National Guard	60 per year; Deployment points vary based on time and duties (max 240 pts)	Ask faculty or staff advisor/supervisor to email busadvisor@pfw.edu to confirm participation	Thank you for your service
ZONE	Attend all the Safe Zone Workshops at PFW Resource Center and earn Safe Zone for Students Certification	80 points	Have Resource Center staff send us confirmation email to busadvisor@pfw.edu	Check Handshake and register, pfw.edu/events, or watch email; visit WU 214
Grade Book	Activity	Points	Documentation	Directions
EVENTS				
Lunch N Learn	Attend lunch and learn with area business	40/event (max 160 points)	Email busadvisor@pfw.edu to check Handshake for attendance or ask organizer to send email.	Check Handshake and register, pfw.edu/events, or watch email
BUS TRIP	Accounting Society/Finance Society Bus trip (HIGH IMPACT)	80/event (max 160 points)	Provided to DSB by group sponsoring trip	Check Handshake and register, pfw.edu/events, or watch email
ACCT FIRM	Accounting Society Firm Night (HIGH IMPACT)	40/event (max 160 points)	Sign in at event	Check Handshake and register, pfw.edu/events, or watch email
DSB EVENT	Attend Doermer Dialogue and other events sponsored by DSB including MBA open house	points to be announced (max 320 points)	Sign in at event	Check Handshake and register, pfw.edu/events, or watch email
RESEARCH	Undergraduate Research Symposium	75-participation, 25 extra if you win, 20 pts for info session (max 200 points)	Bring copy of your completed Validation Form to NF 366	Check Handshake and register, pfw.edu/events, or watch email
DIN	Dining Etiquette	60/event (max 120 points)	Sign in at event	Check Handshake and register, pfw.edu/events, or watch email
CONF	Conferences, Indianapolis Sports Industry Career Conference, BKD Business Conference, IMA Student Conference, ENACTUS Leadership Conference, CPG Camp	Points to be announced (max 120 points)	Send picture of you at event with 2 take-aways to busadvisor@pfw.edu	Check Handshake and register, pfw.edu/events, or watch email
LUNCH	Lunches with Leaders	40/event (max 160 points)	Send picture of you at event with 2 take-aways to busadvisor@pfw.edu	Check Handshake and register, pfw.edu/events, or watch email
BIG	Big Event Participant	40/event (max 80 points)	Send picture of you at event with 2 take-aways to busadvisor@pfw.edu	Check Handshake and register, pfw.edu/events, or watch email
LARGER PROJECTS				
LONG SA	Complete any study abroad outside of the US longer than 3 weeks (International students will receive 250 points for studying at PFW)	250/experience (max 500 points)	After course completion send email to busadvisor@pfw.edu	visit pfw.edu/study-abroad to get started
NSE	Participate in National Student Exchange/Disney/HTM Florida Resort Semester	150/semester (max 300 points)	Provided by NSE office or email busadvisor@pfw.edu	visit pfw.edu/nse to get started
SHORT SA	Participate in BUS 49001 or any other course involving 1-3 week study abroad	150/experience (max 450 points)	Participant list provided by faculty	visit pfw.edu/study-abroad to get started
STU COMP	Compete in any Student Competition (ex:Fed Challenge, Sales Team, Audit Simulation)	150/competition (max 600 points)	Ask faculty or staff to email busadvisor@pfw.edu with verification	Check Handshake and register, pfw.edu/events, or watch email
START BUS	Start your own business	To be determined on case by case basis (max 500 points)	Talk with staff via busadvisor@pfw.edu. Be prepared to share company, time, weekly duties, what you've learned.	email busadvisor@pfw.edu for form
INTERNSHIPS AND EXTERNSHIPS				
INTRN/COOP	Internship /Co-op/relevant work experience (HIGH IMPACT) (Co-op will typically be 200 points)	Points vary 200 for Internship, 50-150 for Relevant work experience (max 800 points)	Academic Internship: Register for program pfw.edu/internships ; Relevant Work Experience Petition for others	See Handshake or company website, work with Meg Underwood for Academic Credit
NHI Shadow	Job shadow with family member of for family business (eligible for points but not for High impact event)	Points vary based on time and experience, max 8 hours per company, (max 200 points)	Send thank you letter including date, time, and format of interview and 2-3 things you learned or action steps you will take. Carbon copy or CC busadvisor@pfw.edu	Keep track of hours and what you learned
SHADOW	Job Shadow (HIGH IMPACT)	Points vary; max 8 hrs. per company (max 200 points)	Send thank you letter including date, time, and format of interview and 2-3 things you learned or action steps you will take. Carbon copy (cc) busadvisor@pfw.edu	Find employers through your network including your advisor, professors, or LinkedIn. See advice here: https://career.berkeley.edu/Info/InfoInterview
INTVW	Informational Interview - Phone or Web (HIGH IMPACT)	50 points (max 200 points)	Send thank you letter including date, time, and format of interview and 2-3 things you learned or action steps you will take. Carbon copy CC busadvisor@pfw.edu in email	Find employers through your network including your advisor, professors, or LinkedIn. See advice here: https://career.berkeley.edu/Info/InfoInterview

Can't find your program? Email busadvisor@pfw.edu to petition for Passport Points. Write one page explaining how your event/program helps develop one or more of the NACE Career Competencies
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