

Passport to Success Program Virtual Activities				Gray = High Impact/ Employer contact
Grade Book	Activity	Points	Documentation	Directions
CAREER SERVICES AND ACADEMIC SUPPORT				
CA	Complete Career Assessment through Career Services and meet with Career Services Counselor to discuss results	75 (max 75 points)	Send email to busadvisor@pfw.edu with time, date, and person you met with for an advisor to check Handshake for proof of attendance	Go.pfw.edu: Career Development Tab: TypeFocus7 Career Assessment
MOCK INT	Mock interview through Career Services	60 (max 180 points)	Send email to busadvisor@pfw.edu with time, date, and person you met with for verification of attendance	Virtual appointments available on Handshake or by emailing meg.underwood@pfw.edu
CIF	Attend Virtual Career Fair or Employer session	40 (max 120 points)	Send email to busadvisor@pfw.edu with time, date, and person you met with for verification of attendance	Handshake - Events - change type to Virtual Sessions
CA WORK	Career Services Workshops/webinars/events	40 (max 320 points)	For webinars submit essay to busadvisor@pfw.edu	Archived webinars are available in Handshake: Handshake: On top right click "Career Center":Click on "resources" : "Wednesday Webinars" Watch any & submit a 1 page essay telling how you will be able to personally use the information
TUTOR	Use tutoring/Writing Center services	10/ session (max 80 points)	Send screenshot of virtual appointment to busadvisor@pfw.edu	Online Consultations with the Writing Center: https://www.pfw.edu/offices/learning-support/writing-center/consultations ; Speech service also available via Skype -
WRKSH	Participation in various online workshops and other events as announced	Points to be announced (max 320 points)	Send email to busadvisor@pfw.edu with time, date, and person you met with for verification of attendance OR if not through Handshake, send screenshot and 1 page summary reflection to	Check Handshake and email for virtual workshops or participate in community or work events
ORGANIZATIONS AND LEADERSHIP ROLES				
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 busadvisor@pfw.edu	Get ideas here: https://www.glassdoor.com/blog/certifications-impress-recruiters/
VOLUNTEER	Volunteer for various agencies if safe to do so	JA & Big Brothers 15/hour; Other organizations 10/hr (max 375 points)	Letter on company letterhead stating dates of service, hours worked, supervisor's name and phone number	See email, community events pages
EVENTS				
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)	See email, other announcements, see staff in DSB Student Success Center	
LARGER PROJECTS				
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.	
INTERNSHIPS AND EXTERNSHIPS				
INTRN/COOP	Internship /Co-op/relevant work experience (HIGH IMPACT) Academic Internships are generally 200 points. Other internships vary, typically 100-150 points	Points vary based on hours (max 800 points)	Letter on company letterhead stating dates of service, hours worked, supervisor's name and phone number	See Handshake or company website, work with Meg Underwood for Academic Credit
WORK	Relevant Work Experience may be rewarded based on duties and time worked	Points vary based on hours (max 800 points for INTERN or WORK)	Letter on company letterhead stating dates of service, hours worked, supervisor's name and phone number AND Relevant Work Experience Reflection	See Handshake or company website for possible jobs
SHADOW	Job Shadow (HIGH IMPACT) Typically: 85 points for all day/8hours, 60 points for 4 hours or half day	Points vary based on time and experience (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. CC busadvisor@pfw.edu	Find employers through your network including your advisor, professors, or linkedin.
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. CC busadvisor@pfw.edu	Find employers through your network including your advisor, professors, or linkedin. See advice here: https://career.berkeley.edu/Info/InfoInterview

FAQ	
Q: Will the Passport Program be cancelled or changed due to COVID Corona virus?	No, students will still be expected to complete Passport Activities. For those graduating in May or July and are concerned about getting enough points for graduation, email Meg.Underwood@pfw.edu
Q: Will you change the minimum number of points needed due to COVID Corona virus?	No, but students in the Business Degree Seminars BUS 20001 or BUS 40000 and are concerned that they will not have enough opportunities for points, should first make every possible attempt with the options above and then reach out to meg.underwood@pfw.edu
Q: I have an idea for possible points. Can I request points for an activity?	Sure! Email Meg.underwood@pfw.edu with a description of the activity and write a one page paper about what skills you developed from the NACE Core Competencies: https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/