



## **NLCSD2 ENRICHMENT PROGRAM Year 3: PROFESSIONAL ROLES and RESPONSIBILITIES 2017-2018**

### **PURPOSE AND DESCRIPTION:**

The Enrichment Program will supplement and complement the programs of study taken by scholars at their respective individual universities. The focus of this year will be to explore various postdoctoral career options, be prepared to enter the job market, and to continue to develop collaborative relationships.

### **COMPETENCIES:**

By the end of this Enrichment Year, Scholars will be able to:

1. Describe, compare, and contrast the roles and responsibilities of different positions within universities (e.g., teaching, research, post-doctoral, and service responsibilities);
2. Describe the roles and responsibilities of educational program administrators (e.g., in SEA, LEA, LA, and EIS programs);
3. Describe the roles and responsibilities for leadership within organizations (e.g., non-profits, educational or university programs);
4. Describe and demonstrate general and specific job-seeking skills;
5. Describe the skills needed to develop collaborative relationships; identify potential collaborators within and/or across fields.

### **FORMAT OF COURSE**

The Enrichment Program consists of two main parts 1) technologically mediated course using Blackboard Learning Management System and 2) two face-to-face meetings.

#### *Blackboard Portion*

Faculty members of the Consortium and guests (e.g., authors, researchers, PAC members) will lead discussions on an assigned topic using the Blackboard system administered by Salus University (<https://ecampus.salus.edu/webapps/login/>). Individuals leading the discussions may pose questions prior to the discussion and answer questions and provide feedback throughout. Synchronous and asynchronous meetings may be scheduled on Blackboard, with small group and/or individual work throughout. **The Blackboard portion of the Program will run from September, 2017 to April, 2018.** See schedule below for more details.

All materials and information will be posted using the Blackboard course titled: **NLCSD-EC1: NLCSD Enrichment Cohort 1.**

#### *Face-to-face Component*

There are two required face-to-face meetings that are part of the Enrichment Program. These meetings offer both structured time for scholars to engage in topics related to research with their peers, Consortium faculty, PAC members, and the project staff, as well as unstructured times to develop relationships and collaborate efforts.

The first meeting will be held at the Project Director's Conference in Washington, DC on September 25-26, 2017. The second meeting will be held at a relevant spring conference (*tentative*: ASCD conference, March 24-26, 2018, Boston, MA).

## **SCHOLAR REQUIREMENTS**

### 1. Participation

- **Attendance and active and thoughtful participation in the online Enrichment activities, as well as face-to face meetings, are required as a condition of funding.**
- Participation will be evaluated by session leaders for each topical discussion. (See rubric in Blackboard for guidance on thoughtful posts in online activities. This rubric will be used by session leaders to provide feedback to scholars on their participation.) If the scholar receives university credit for the course, the final grade will be the responsibility of the scholar's university advisor, with input from the Management Team if desired.

### 2. Readings

- Complete *all* required readings and activities assigned by session leaders.
- A list of *recommended* readings can be found in the Blackboard course.

### 3. Projects/Activities:

- Mock interview participation, to take place at an upcoming face-to-face meeting.
- Small-group or paired activities, to be discussed further by session leaders during the online component of Enrichment.

**YEAR 3 TIMELINE AND ONLINE DISCUSSION LEADERS:**

*\*Note: Additional leaders and other participants may be added to the sessions throughout the year*

<b>Pre-Conference Preparation</b> Sept 5 - Sept 22	<b>POLICY PROCESSES and PREPARATION</b> <i>Session Leaders: Mark Richert, Rebecca Sheffield</i>
<b>TOPIC 1</b> Oct 2 – Oct 20	<b>COLLABORATIVE SKILLS:</b> Introduction, Working with People of Varying Perspectives/Roles <i>Session Leaders: Olaya Landa-Vialard, Management Team</i> DAY IN THE LIFE PANEL #1: Faculty Members, <i>Rona Pogrund</i>
<b>TOPIC 2</b> Oct 30- Nov 17	<b>COLLABORATIVE SKILLS:</b> Conflict Management and Resolution <i>Session Leaders: Shirin Antia</i> DAY IN THE LIFE PANEL #2: Faculty Members <i>Holly Lawson, Cheryl Kamei-Hannan</i>
<b>TOPIC 3</b> Nov 27 - Dec 15	<b>COLLABORATIVE SKILLS:</b> Decision-Making Strategies <i>Session Leaders: Angel Wang</i> DAY IN THE LIFE PANEL #3: Institutional Leaders, <i>Anne-Marie Tharpe, Susan Bruce</i>
<b>TOPIC 4</b> Jan 8 - Jan 26	<b>JOB-SEEKING SKILLS:</b> General Skills: Correspondence (emails, cover letters, philosophy statements), Importance of Organizational Knowledge <i>Session Leaders: Stacy Kelly, John Luckner</i> DAY IN THE LIFE PANEL #4: Employees at non-profit, advocacy groups
<b>TOPIC 5</b> Feb 5 - Feb 23	<b>JOB-SEEKING SKILLS:</b> General Skills: Preparation for Interview, Visit to Organization/Campus <i>Session Leaders: Holly Lawson</i> DAY IN THE LIFE PANEL #5: Education Program Administrators, <i>Tessa McCarthy, Bill Clark, Tiffany Wild, Sunggye Hong</i>

<b>TOPIC 6</b> Mar 5 - Mar 23	<b>JOB-SEEKING SKILLS:</b> Specific Skills: Job Talks, Teaching Demonstrations, Research Agenda Descriptions, TBD <i>Session Leaders: Ting Siu, Tiffany Wild</i> MARCH 24-26: Face-to-Face Meeting at ASCD (Boston)
<b>TOPIC 7</b> April 2 - April 20	<b>WRAP UP:</b> Alignment of Personal and Professional Goals <i>Session Leaders: Maribeth Lartz</i> DAY IN THE LIFE PRESENTATION #6: Employees at Local/Federal Government Levels