



Northwestern College Micro-Credential Proposal Form

A micro-credential is content that recognizes achievement in smaller segments of learning. All proposed micro-credentials, to be recognized as “college-approved” programs, require an approval process. Learners will also be awarded a digital badge upon completion.

Proposal Process: Respond to all questions and submit this form and any supplemental materials to innovation@nwcsiowa.edu. Your proposal will be reviewed by the Center for Innovation and Leadership and a correlating academic department on campus. All proposals will be notified of their acceptance or denial within four weeks.

Section 1 – General Information

Today's Date

Name

Email

Phone Number

Title of Micro-credential

Section 2 – Micro-Credential Description

Provide a brief description of this proposed micro-credential

Describe the reason for proposing this micro-credential. What is the purpose that it will serve you, your organization, and/or Northwestern College?

Identify the broad category (NACE competency) for your proposed micro-credential. (More details on NACE categories can be found [HERE](#)). Select all that apply. These categories will be used to help learners search for content that are relevant for their goals.

Career & Self-Development

Professionalism

Communication

Teamwork

Critical Thinking

Technology

Equity & Inclusion

Other

Leadership

Will this micro-credential consist of a series of courses/content? Yes No

If yes, how many?

Course Information

- Level (select all that apply)

High School

Undergraduate

Graduate

Continuing/professional development

- Instructional Method

In-person

Hybrid

Online

- Time for completion:

Hours/Days/Weeks:

- Who is the intended audience for your content?

Describe how this micro-credential adds value (serve or complement) currently existing programs or activities of Northwestern College.

Is this content designed to meet specialized external accreditation standards or professional licensure requirements? Yes No

If yes, please explain how the micro-credential's components meet those external standards and verification from the external organization that oversees this area.

Section 3 – Financials

Outline the resource plan for ensuring success of the proposed micro-credential:

- Labor cost (if any)
- Resource/material cost (if any)
- Other costs (if any)
- Total Costs of Micro-Credential:

Section 4 – Digital Badge Information

Badge Name: Provide a unique title that will appear on the badge graphic. Title is limited to 40 characters with spaces. If your title is longer than this max character count please provide an appropriate abbreviation that can be used on the badge graphic.

Is this badge part of a series? Yes No

If yes, are there any prerequisite badges? Yes No

If yes, please indicate which ones:

Please indicate if the badge is connected to any of the following: (select all that apply)

Seminar

College event

Conference

Community event

Activity

No connection to any of the list

Organizational training

Other:

Workshop

What are the goals of learning this content? How will the goals be measured?

Describe what the learner will need to do to earn the badge:

What is the artifact(s) of the learner's success that will be collected, uploaded or demonstrated? This evidence shows the result of the learner's work and demonstrates that they have met the required criteria. Evidence should showcase learner's practical and professional skills acquired that might be meaningful to potential badge viewers such as future employers. Since evidence is embedded in the badge, it may be publicly available.

How will the learner be assessed? How will you determine that the learner has met your criteria to earn the badge?

Section 5 – Approval (to be completed by Northwestern College upon submission)

Micro-credentials become effective when approved by correlating academic unit(s) and upon notice by the Center for Innovation and Leadership.

Campus Division/Department Level Authority:

Center for Innovation and Leadership Director:

If you have questions or concerns, please reach out to innovation@nwcsiowa.edu to request a consultation prior to submitting the proposal. The Center for Innovation and Leadership can assist with instructional design and provide additional guidance as necessary.