NORFOLK STATE UNIVERSITY · WORK-BASED LEARNING COLLECTIVE

Spartan WBL Milestones Planning Template

Milestones · Checkpoints · Development Focus · Outcomes · NSU Competencies · Responsible Parties · Questions to Consider

Leadership: Provost · Vice President for Academic Affairs · Vice Provost for Academic Engagement · Vice President for Student Affairs · Director of Career Services · Associate Director of Career Services · Director of Assessment

NSU WBL COMPETENCY FRAMEWORK — 6 CORE COMPETENCIES (Referenced throughout)

1. Professional Communication	2. Critical Thinking & Problem Solving	3. Collaboration & Workplace Navigation	4. AI Literacy & Technology Integration	5. Leadership & Career Development	6. Equity, Inclusion & Community Impact
NACE: Communication	*NACE: Critical Thinking*	*NACE: Teamwork + Professionalism*	*NACE: Technology*	*NACE: Leadership + Career & Self-Dev*	*NACE: Equity & Inclusion*

MILESTONE	CHECKPOINT	DEVELOPMENT FOCUS	OUTCOMES (What Students Demonstrate)	NSU WBL COMPETENCY	WHO LEADS
MILESTONE 1 *First Year*	**New Student Orientation**	**AWARENESS**	→ Students will be able to recognize the importance of engaging with diverse peers and participating in the NSU community. → Parents will be able to explain how families can encourage students' independence, resilience, and career planning.	*Introduction to all 6 NSU WBL Competencies — awareness level*	· Vice President for Student Affairs (lead) · Enrollment Management · Vice Provost for Academic Engagement — WBL content · Director of Career Services — action stations
↑	**AGOGE Week**	**AWARENESS**	→ Students will be able to locate and describe essential academic and student support services related to academic and career development. → Students will be able to articulate how involvement in organizations, cultural events, and campus transition programs contributes to their academic and career growth. **ADDITIONS** **+** Students will be able to identify when and how to seek academic and career support — and demonstrate willingness to use available resources proactively.	★ **Equity, Inclusion & Community Impact** ★ **Collaboration & Workplace Navigation**	· Vice President for Student Affairs (lead) · Dean of Students · Vice Provost for Academic Engagement — WBL framework · All student support offices
MILESTONE 1 (Second Semester)	**Spartan Seminar 101**	**EXPLORATION**	→ Students will be able to create a professional résumé and LinkedIn profile. → Students will be able to construct a personalized academic and career development plan. → Students will be able to reflect on their strengths, interests, and values to identify potential career interests. **ADDITIONS** **+** Students will be able to identify a faculty, staff, or professional mentor and initiate a structured mentorship relationship.	★ **Professional Communication** ★ **Leadership & Career Development**	· Vice Provost for Academic Engagement — Spartan Seminar lead · Director of Career Services — résumé review · Writing Center — writing support · Academic Advising — development plan
↑	**Spartan Seminar 102**	**APPLICATION**	→ Students will be able to analyze career pathways related to their intended major. → Students will be able to conduct informational interviews with professionals or alumni. → Students will be able to develop networking and interviewing skills. → Students will be able to evaluate workplace scenarios involving ethical and inclusive decision-making. → Students will be able to use AI and technology tools ethically to support academic work and career exploration. **ADDITIONS** **+** Students will be able to research and articulate what specific employers seek in candidates in their intended field.	★ **Critical Thinking & Problem Solving** ★ **Collaboration & Workplace Navigation** ★ **Equity, Inclusion & Community Impact** ★ **AI Literacy & Technology Integration**	· Vice Provost for Academic Engagement — Spartan Seminar lead · Director of Career Services — interviewing skills · Alumni Affairs — informational interview connections · Academic Advising — major pathway alignment

MILESTONE	CHECKPOINT	DEVELOPMENT FOCUS	OUTCOMES (What Students Demonstrate)	NSU WBL COMPETENCY	WHO LEADS
MILESTONE 2 *Second Year (Sophomore)*	**Spartan 201**	**INTEGRATION**	→ Students will be able to connect academic coursework to career competencies and industry expectations. → Students will be able to develop a professional portfolio showcasing artifacts and reflections. → Students will be able to apply networking strategies to build professional relationships. → Students will be able to evaluate internship and experiential learning opportunities. → Students will be able to demonstrate leadership through participation in campus organizations or projects. **ADDITIONS** **+** Students will be able to articulate a cohesive professional narrative connecting their strengths, experiences, and career goals. **+** Students will be able to sustain an ongoing mentorship relationship and document professional insights gained.	**Leadership & Career Development** **Professional Communication** **Collaboration & Workplace Navigation**	· Vice President for Academic Affairs (lead — major declaration) · Academic Advising / Pathways · Director of Career Services — portfolio and networking · Director of Assessment — milestone tracking · Vice Provost for Academic Engagement — framework coordination
MILESTONE 3 *Upper Classmen*	**Pre-Internship**	**PREPARATION**	→ Students will be able to customize a résumé and cover letter for a targeted internship. → Students will be able to demonstrate interviewing skills through mock interviews. → Students will be able to analyze workplace expectations, etiquette, and ethical responsibilities. → Students will be able to apply AI tools to research employers and prepare for interviews.	**Professional Communication** **Critical Thinking & Problem Solving** **AI Literacy & Technology Integration** **Collaboration & Workplace Navigation** *All 6 NSU WBL Competencies engaged at preparation level*	· Director of Career Services (lead) · Associate Director of Career Services — mock interviews · Vice Provost for Academic Engagement — framework coordination · Academic Department Chairs — employer connections
↑	**Internship (Required 60 hrs / 8 wks min)**	**PRACTICE**	→ Students will be able to apply disciplinary knowledge to real-world challenges. → Students will be able to demonstrate effective communication and teamwork in a professional setting. → Students will be able to use critical thinking to solve workplace problems. → Students will be able to integrate technology and AI tools ethically to improve performance. → Students will be able to produce a reflective report connecting the internship to academic and career goals.	**Professional Communication** **Critical Thinking & Problem Solving** **Collaboration & Workplace Navigation** **AI Literacy & Technology Integration** **Leadership & Career Development**	· Director of Career Services (lead) · Academic Department Chairs — field placement · Director of Assessment — employer evaluation tracking · Vice Provost for Academic Engagement — equity and access coordination
MILESTONE 4 *Upper Classmen (Senior)*	**Capstone**	**SYNTHESIS**	→ Students will be able to synthesize academic learning and experiential knowledge to address a complex problem. → Students will be able to produce a professional-quality project, report, or presentation. → Students will be able to demonstrate leadership, collaboration, and inclusive decision-making skills.	**Professional Communication** **Critical Thinking & Problem Solving** **Collaboration & Workplace Navigation** **Leadership & Career Development** **Equity, Inclusion & Community Impact** *Mastery of all 6 NSU WBL Competencies*	· Vice President for Academic Affairs (lead) · Academic Department Chairs — capstone delivery · Director of Career Services — industry reviewer coordination · Vice Provost for Academic Engagement — framework alignment

MILESTONE	CHECKPOINT	DEVELOPMENT FOCUS	OUTCOMES (What Students Demonstrate)	NSU WBL COMPETENCY	WHO LEADS
MILESTONE 5 *Semester of Graduation (Workforce Launch)*	**Exit Seminar**	**TRANSITION TO WORKFORCE**	→ Students will be able to articulate their professional brand, strengths, and career goals. → Students will be able to present a polished résumé, LinkedIn profile, and professional portfolio. → Students will be able to demonstrate job search strategies, salary negotiation, and workplace professionalism. → Students will be able to create a one-year post-graduation career action plan. → Students will be able to evaluate ethical, inclusive, and leadership expectations in the workplace. **ADDITIONS** **+** Students will be able to demonstrate financial literacy for the workplace: explain federal tax filing, benefits enrollment, student loan repayment activation, and create a first-year budget based on their expected starting salary. **+** Students will be able to develop a post-graduation plan aligned with their individual career goals, whether entering the workforce directly or pursuing advanced study. **+** Students will be able to serve as a mentor or resource to an underclassman, completing the full WBL cycle from learner to contributor.	★ **Professional Communication** ★ **Leadership & Career Development** ★ **Equity, Inclusion & Community Impact** ★ **Collaboration & Workplace Navigation** *Mastery of all 6 NSU WBL Competencies — Transition to Workforce*	· Provost (institutional accountability) · Vice President for Academic Affairs — graduation and academic completion · Vice President for Student Affairs — alumni activation · Director of Career Services — exit seminar delivery · Associate Director of Career Services — individual advising · Director of Assessment — FDS administration and data · Vice Provost for Academic Engagement — WBL framework closure

Note on Questions to Consider: *These questions require decisions from the WBL Collective leadership team. Each should be assigned an owner and a resolution date at the first Steering Committee meeting.*
Sources: *NACE Career Readiness Competencies (2024) · NACE First Destination Survey · NSU Presidential WBL Mandate · SCHEV/VEDP WBL Initiative FY2026 · NSU SCHEV Internship Definition (May 2026) · Virginia Work-Based Learning Initiative*