

Innovators Career Fair

December 5, 2022  
Fall Semester INOV 2010, 3010, 4010  
Brianna Escobedo

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## I. Introduction and Bachelor of Innovation Overview

- The context of the BI as a degree within the UCCS system,
- The context for innovation within the UCCS system and the BI,
- The context of the course within the BI,
- **How the team works with and serves the client,**
- An overview of the team, including the leader and the members,
- **The value of the client experience to team learning and innovation opportunities for the Future.**

### **The Bachelors of Innovation:**

The Bachelors of Innovation (BI) Degree is a four-year accredited program with twenty two majors where students become innovators by working with organizations to reach their goals. UCCS is the only college in the United States that offers the BI degree.

### **The Definition of Innovation:**

UCCS defines innovation as “The Transformation of Ideas Into Impact”. This definition can be seen in the various courses offered by the BI program, which have teams of students meet and collaborate with clients representing their organizations to accomplish their premiere goals.

### **The Client and Their Team:**

This team was led by Blake Eaton and was composed of Hailee O’Neill, Hunter Marino, John Zalewski, Aimée Branine, and Owen Bach. The Client was Brianna Escobedo.

## II. Executive Summary

### Client Introduction

The client responsible for the Innovators Career Fair project is Brianna Escobedo, who works as a Career Exploration Coach at the University of Colorado Colorado Springs T. Rowe Price Career Center. The T. Rowe Price Career Center is a service that students and alumni can access to help search for jobs or internships and to provide interview practice and resume help.

### Project Background

The Innovators Career Fair was conceptualized with the purpose of being a career fair that caters specifically to the Bachelor of Innovation Degree. Previous career fairs hosted at UCCS have shown that organizations did not understand the Bachelor of Innovation curriculum and that students did not have the time to explain the program and its benefits to potential employers. The Innovators Career Fair will focus on emphasizing the benefits of the BI program and to connect BI students with employers.

The workload for this fair was divided between two teams. The first team was responsible for the logistics of the career fair, which include time, date, schedule, and location. Additionally, the first team was responsible for gathering a list of companies and company contacts, as well as delivering save the dates to the contacts using a designated email on December 2nd 2022. Finally, the first team was responsible for composing a detailed report of the project for the client and the second team.

The second team would be responsible for the actual execution of the event, which will include attending the event and collaborating with event services to determine catering. Additionally, the second team will be responsible for promoting and marketing the event to students. The leader of the Fall 2022 team, Blake Eaton will send formal invitations on January 9th 2023. The formal invitation email can be found in Appendix E. The event is scheduled to occur on March 8th 2023 in UC 303 and Berger Hall.

### Project Objectives

The overarching objective of the Innovators Career Fair is to design and execute a career fair that educates employers about the BI and gives BI and other UCCS students the opportunity to meet potential employers. The career fair will feature keynote speakers from the BI program and BI graduates to emphasize what the BI is about and how beneficial it has been to previous students. You can find rough draft email templates for invitations for speakers in Appendix F. The project team and the client agreed upon three specific objectives:

#### Objective 1:

Our initial goal was to plan and organize the Innovation Career Fair, this will include working with event services, catering, and the career center to secure a time, location, supplies, catering,

and any other event necessities. This goal also included creating a timeline and flow for the day of the event.

#### Objective 2:

Our second goal was to compile a list of potential companies that focus on innovation or recruit innovators. In order to achieve this our team will conduct research to find companies in Colorado that value innovation. This research was done through several avenues including Handshake, previous Career Networking Nights, and internet research. We will also perform interviews with Bachelor of Innovation professors and faculty including Dr. Stiles and Dr. Kwitek to identify companies in which they find to be innovative.

#### Objective 3:

Our final goal was to invite the companies that were compiled in object to attend the Innovation Career Fair. In order to do this, we created an email template which will include a description of the Bachelor of Innovation, event details, and most importantly how this event will benefit and bring value to them as a business. Then we contacted the companies via email using the email template and HandShake website inviting them to the Innovation Career Fair.

#### Project Accomplishments

Working alongside Ms. Escobedo, the first team was able to accomplish all of the project objectives set at the beginning of the semester. The first team met with Event Services to arrange a time and date for the career fair. Specifics regarding location, number of attendees, and number of tables were thoroughly discussed and finalized. Utilizing resources such as Handshake, the team was able to produce an extensive list of organizations that appeal to all twenty-two BI majors with contact information for the organizations. In addition, the team sent Save the Dates to all the companies and formal invitations to all the companies, including a HandShake website which will allow the companies to RSVP. The team gained access to the [innovate@uccs.edu](mailto:innovate@uccs.edu) email in order to send the RSVPs on behalf of the Bachelor of Innovation. Finally, the team was able to develop a plan for the next team by creating a spring team application and budget outline. Overall, the first team was able to meet their deliverables successfully.

In order to see a full list of accomplishments please see Appendix J.

#### Conclusion

In conclusion our team was able to accomplish the deliverables by talking to event services. We have set two locations; the first location is in UC303 and the second location being Berger Hall on March 8th, 2023. The first Location will run from 10:30am-11:30am and then will transfer rooms into Berger Hall from 12:00pm-4:00pm. Our team made an estimate for breakfast, appetizers and merchandise to be around \$4000 for all of these services. We as a team have talked to Tyler Shanahan from event services about a blueprint of the event and we all

decided that the “Club Fair” blueprint would be the best for the event. The next team will have to confirm everything depending on the number of RSVPs. Our team has created a strong email list of companies with multiple forms of contacts. We got the email list approved by the Bachelor of Innovation faculty and professors. We then created an email template that includes a description of the Bachelor of Innovation, event details, and most importantly how this event will benefit and bring value to them as a business. Then we will contact the companies via email using the email template inviting them to the Innovation Career Fair. The team and the client have a dividend to send out two different emails out to companies in doing this we hope to get more attendees. We have sent out “Save The Date” (Appendix I) emails on 12/02/2022 to initially invite these companies to this special event and then leader of the team, Blake Eaton will send a formal invitation out on January 9th. This invitation will include a Handshake link that will allow companies to RSVP. It will be the next team's job to track the RSVP's and any questions the companies have, along with additional event details such as ordering catering and organizing speakers for the presentation portion.

### III. Statement of Accomplishments

- Discussion of project goals and objectives
- Your accomplishments should be discussed within the context of the Scope of Work. Make sure you address those objectives specifically, in addition to other factors.
- Include all Scope of Work copies in the Appendix.
- If research was conducted, include a summary of the purpose and findings, including all raw data in the appendix and also included on a USB.

Final Client Report Rubric INOV 2010/3010/3010 3

#### **Objective 1:**

According to our scope of work, our first goal was to plan the general outline of the career fair, which included deciding on the date, time, and location. This was completed by arranging a meeting with Event Services to reserve a day, time and place for the career fair.

#### **Objective 2:**

The secondary goal was to research and compile a list of potential organizations to contact about attending the event. This was completed using the Handshake resources provided by the client along with research performed by individual team members. The end result was a list of approximately 150 companies.

#### **Objective 3:**

The final goal was to plan, write and send out two invitations to the listed organizations. The first invite was a 'Save the Date', which informed the organizations of when the Innovators Career Fair will take place and provided additional information on the BI and the event itself. This invitation was successfully sent out on the 30th of November. The second invitation will be sent out to organizations in mid-January that will allow them to formally respond to the invitation.

#### **Objective 4:**

As part of the conditions surrounding this project, a record composed of the first team's work and resources along with a manual for the remaining project components for the next team. This was accomplished using this report. Once the next team is selected, this document and the team's assets will be provided to them.

#### IV. Recommendations and Innovation Discussion

Over the course of the Fall semester, the team worked alongside the client, Brianna Escobedo, to begin planning the first Innovators Career Fair.

##### **Recommendations for Goals and Accomplishments of the Project:**

Resources that can be used to find budget information should be provided as soon as possible. This will allow the budget to be determined earlier into the project. To ensure the success of the Innovators Career Fair, all of the next team's objectives should be accomplished several weeks before the event.

##### **Pivot Points:**

The team experienced a pivot point three weeks into the project. The team discovered that their understanding of the project was unclear. This was resolved when the team's understanding of the project implications was reinforced and the scope of work was revised.

The team experienced another pivot point when determining the budget. Some of the monetary conditions surrounding the fair's execution for services such as catering could only be determined closer to the event's date. Additionally, none of the team members had experience with developing a budget for this unique event since no event of this kind had ever been performed before. By working with both the client and UCCS Event Services, the team was better able to estimate the max budget of the Innovators Career Fair.

##### **Recommendations Going Forward:**

For the following Innovation team in Spring 2023, the team recommends taking certain actions to ensure the quality and success of the Innovators Career Fair.

The Innovators Career Fair is set to be held on March 8, 2023 from 10:30a.m to 4:00p.m. This is the date that was sent out to all of the contacted organizations at the end of the Fall semester. It is imperative that this date does not change.

To continue contact with the organizations, the next team should gain access to both the [innovate@uccs.edu](mailto:innovate@uccs.edu) email address and the Handshake website. Both of these are crucial in determining which organizations will attend the event. The [innovate@uccs.edu](mailto:innovate@uccs.edu) is registered under Dr. Stiles and Dr. Kwitek. It requires their approval in order for students to gain access to it. Due to the importance of the email and the website, it is crucial the next team gain access to both as soon as possible in order to avoid potential technical issues. The team worked with Isaac Poole from IT in order to use the email address. If there are any issues with accessing the email, he should be the next team's primary contact. The HandShake website is also registered under the [innovate@uccs.edu](mailto:innovate@uccs.edu) email address, however you will be able to access the website with the following credentials:

User Name: innovation team

Password: INOVfair!



The opening of the portion according to the agenda on Appendix C, will feature keynote speakers from faculty and alumni of the Bachelor of Innovation. The team will need to contact these individuals to formally invite them to the Innovators Career Fair. The team has already written up email templates, see Appendix F, for the next team to use. The content of the emails may have to be written if there are any changes within the planning of the event. These invitations should be sent out early in the semester so that the next team will have an accurate count of how many speakers will be able to attend.

Certain components regarding the budget will have to be decided by the next Innovation team in the Spring of 2023. Once organizations and students begin registering for the event, the next team will need to determine the exact cost for the event. The cost for services, such as catering and B.I. merchandise is dependent on the number of attendees the fair will host. Based on the max capacity of Berger Hall and the number of organizations contacted, the team estimates about 150 people in attendance for the event. The final number of attendees will be determined by the RSVP on the Handshake website. The team recommends hosting the breakfast portion of the event, beginning at 10:30a.m, in University Center (UC) 303 with the breakfast burritos from catering to serve about 100 attendees. The main event will be hosted in Berger Hall, starting at 12:00p.m. For this portion of the event, the team recommends ordering appetizers and platters from catering for about 150 attendees for organizations and students. More options regarding catering services can be found on the UCCS Dining Services website at <https://diningservices.uccs.edu/staff/catering-menu>. For merchandise, the team suggests ordering around 100 stress toys and pens to be given to organizations' representatives at the event. The catalog for any merchandise can be found at <https://www.4imprint.com/>. These are suggestions and the next team will need to make the final decision on purchasing catering services and merchandise. However, it is crucial that the next team stays on budget. The team has estimated that the max budget will be around \$4,000 for all of these services. The next team should take precaution to not exceed this amount, if necessary. Additionally, the team has set up a rough estimate for the donation tier list for the event. This gives a recommended donation organizations can give to the BI program based on the size of their current number of employees. For more information on the estimated cost and donation tier see Appendix H. Currently, the event is booked under Blake Eaton and Phi Kappa Phi, reserving both the times and UC303 and Berger Hall for the event, as detailed in Appendix K,. The team worked with Tyler Shanahan from Event Services to determine budget and booking for the event. To contact with any questions regarding the Innovators Career Fair, email or call [tshanaha@uccs.edu](mailto:tshanaha@uccs.edu), (719)255-3892.

As a final recommendation, the next team should attend a career fair prior to the Innovators Career Fair, if possible. This will give the next team insight into the set-up and execution of a career fair.

## V. Spring 2023 Bachelor of Innovation Team Guide

To ensure the success of the Spring 2023 BI team and the project the following guide will entail necessary objectives, goals, and tasks.

In no particular order the following are

- Meet with Tyler Shanahan from Event Services to confirm the date, location, and necessary equipment for the event. In addition, inquire about catering and how to get this process started through him or his contact. The best way to contact him is via email [tshanaha@uccs.edu](mailto:tshanaha@uccs.edu) or going to the event services office in the University Center.
  - Following this contact catering and set up catering for both the presentation and fair parts of the event.
- Meet with Issac Poole from IT in order to get access to the [innovate@uccs.edu](mailto:innovate@uccs.edu) email address. The best way to reach him is via email [ipoole@uccs.edu](mailto:ipoole@uccs.edu) or going to the IT office on campus.
  - Following this login to Handshake to view RSVPs and onto the email to view any questions from companies.
- Meet with Dr. Stiles and the client Brie Escobedo to discuss who will be dealing with the financial aspect of the event. Both financing the event and who to deal with the donations from companies attending the event.
  - Create a system with Ms. Escobedo for companies to donate securely to the Bachelor of Innovation.
  - Finalize the budget.
- Finalize an agenda for the day of the event including set up, catering, presentations, etc.
- Finalize and send out presentation requests to all of the guest speakers for the presentation part of the event.
  - The goal of the presentation is to educate employers on the Bachelor of Innovation and give them a reason to recruit students from the Bachelor of Innovation.
- Finalize and order gift merchandise for companies the link for the catalog can be found at, <https://www.4imprint.com/>.
- Market the event to students.
  - There are several avenues to market this event to students on campus:
    - Email (Ms. Escobedo can help get an email sent to all students at UCCS)
    - Flyers (You can create a fliers and hang them up on all the boards around campus)
      - To do this you need to go to the UCCS front desk located in the University Center and get the fliers approved and stamped.
    - Commode Chronicles which you can find at, <https://auxmarketing.uccs.edu/on-campus-advertising-guidelines/commode-chronicles>
    - UCCS Instagram
      - Talk to the Student Life front desk in the Student Life Lounge located in the University Center in order to start this process.
    - Bachelor of Innovation Faculty

- Meeting with BI Faculty and ask them to talk to their classes about the event and possibly offer extra credit for attendance.
- Client, Brianna Escobedo
  - Ms. Escobedo has experience with past career fairs and will be a valuable resource in marketing the Innovators Career Fair.
- Execute the Innovators Career Fair on March 8th, 2023.
  - This will include attending the full event, assuring that everything runs smoothly including the catering, presentation, all the company representatives cared for, etc.
- Send thank you emails or cards to all the companies that attended the event.

## VI. Conclusion and Discussion

The team is honored to have collaborated with Brianna Escobedo and the T. Rowe Price Career Center on the Innovators Career Fair. The team has taken the liberty of applying for a Innovation team for the Spring 2023 semester to oversee and execute the Innovator Career Fair (Appendix L). The team is confident that the following Innovation team will ensure that the Innovators Career Fair is a success. At the beginning of the semester the team communicated with Brianna Escobedo to establish the main objectives of the Innovator Career Fair. It was decided that said Career Fair should be innovative in itself and be unique from the traditional career fair. The main goal is to educate companies and students about the Bachelor of Innovation degree as well as connect innovative students with innovative companies.

The Fall 2022 team has had great success in organizing the Innovators Career fair thus far. The team has established an official event date, spoken with all of the necessary members of the Bachelor of Innovation degree program, sent out save the date invitations to 150 companies, created a budget, and much more. The main objective of the Innovators Career Fair is to educate companies and students about the Bachelor of Innovation degree as it has been found that very few people outside of the Bachelor of Innovation are aware of the degree itself and what it is about. Innovation is “the transformation of ideas into impact”, and is the up and coming theme for the world as a whole. Therefore, it is important that more people become aware of what innovation is and what the Bachelor of Innovation Degree entails. It is crucial that the Innovator Career Fair maintains this objective as the goal of the BI is to create innovators, and this fair is connecting these innovators with companies that have the same innovative goals as them.

At the conclusion of the Fall 2022 semester, the responsibility of the Innovators Career Fair will be handed off to the Spring 2023 semester team. It is important to note the Innovator Career Fair is officially set to take place on March 8th, 2023 and all tasks must be completed prior to this date to ensure that the event runs smoothly. The Spring team will have approximately seven weeks to complete the needed tasks and any finishing touches. It is crucial that the Spring team maintains frequent conversation with the client, Brianna Escobedo, at least

on a weekly basis via email, teams, and in person meetings. The tasks that need to be completed can be found in section four. The Spring team must get to work immediately once assigned this project.

## VII. Appendices

### Appendix A : Scope of Work and Revised Scope of Work

#### Original Scope of Work

#### SCOPE OF WORK Fall 2022

##### Client

**Contact Name:** Brie Escobedo

**Position:** Career Exploration Coach

**Email:** Bescobe2@uccs.edu

**Phone:** 719-255-3856

##### Bachelor of Innovation Team

Blake Eaton, 720-612-3823, [Beaton@uccs.edu](mailto:Beaton@uccs.edu), [Blakeaton102@gmail.com](mailto:Blakeaton102@gmail.com), 4010

Hailee O'Neill, 720-530-9304, [honeill@uccs.edu](mailto:honeill@uccs.edu), [honeill600@gmail.com](mailto:honeill600@gmail.com), 2010

Owen Bach, 720-400-3517, [obach@uccs.edu](mailto:obach@uccs.edu), [owenbach13@gmail.com](mailto:owenbach13@gmail.com), 2010

Aimee Branine, 719-431-1535, [abranine@uccs.edu](mailto:abranine@uccs.edu), [aimee.branine@gmail.com](mailto:aimee.branine@gmail.com), 3010

Jonathan Zalewski 719-367-6651 [zalewskijonathan01@gmail.com](mailto:zalewskijonathan01@gmail.com) 2010-001

Hunter Marino 626-636-1933, [hmarino@uccs.edu](mailto:hmarino@uccs.edu), [hmari1391@gmail.com](mailto:hmari1391@gmail.com), 2010

**Project Name:** Innovation Career Fair

**Project Purpose:** The project purpose is to plan a Innovation Career Fair for the University of Colorado Colorado Springs which focuses on highlighting the Bachelor of Innovation and innovative companies.

##### Project Goals

###### Goal 1

Our initial goal will be to plan the Innovation Career Fair, this will include working with event services, catering, and the career center to secure a time, location, decor, catering, and any other event necessities.

###### Deliverable one:

A document that outlines the confirmed time, location, and catering order for the event.

###### Goal 2

Our second goal is to compile a list of potential companies that focus on innovation or recruit innovators. We will achieve this through research and conducting interviews with professors and faculty in the Bachelor of Innovation

**Deliverable one:**

A document with the list of potential companies and contact information for stated companies that have an emphasis in innovation or recruit innovators.

**Deliverable two:**

All notes from any interviews that are conducted with Bachelor of Innovation faculty and/or professors.

**Goal 3**

Our final goal is to create an email template and email all the companies that were compiled in the previous deliverable. This email will explain what the Bachelor of Innovation is and invite said companies to attend the University of Colorado Colorado Springs's Career Fair.

**Deliverable one:**

The email template that will be used to email potential companies inviting them to the Innovation Career Fair.

**Deliverable two:**

Documentation of all the emails sent to potential companies as well as their responses.

**Deliverable three:**

A final list of companies and their status of attendance (Email Sent, In Communication, Denied, Approved).

**Timeline**

**Wednesday September 14:** First client meeting to discuss client "win" and project goals

**Monday September 19:** Begin event planning with career center, event services, and catering

**Monday September 26:** Complete Goal 1 and begin Goal 2 with setting meetings for interviews, research, and finding resources through the teams network

**Monday October 10:** Start Goal 3 with email template and continue with interviews and research

**Monday October 24:** Finish Goal 2 and continue Goal 3 by starting to email companies

**Monday November 7:** Continue emailing companies and start final report

**Monday November 21:** End communication with all potential companies and notify them that the second BI team will confirm attendance closer to the event date

**Wednesday December 7:** Deliver final report to client during final client meeting

### **Meeting Agreement**

Our meetings are tentatively scheduled for every other Wednesday at 9:00am at the career center.

### **Revised Scope of Work**

#### **Client**

**Contact Name:** Brie Escobedo

**Position:** Career Exploration Coach

**Email:** Bescobe2@uccs.edu

**Phone:** 719-255-3856

#### **Bachelor of Innovation Team**

Blake Eaton, 720-612-3823, [Beaton@uccs.edu](mailto:Beaton@uccs.edu), [Blakeaton102@gmail.com](mailto:Blakeaton102@gmail.com), 4010

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Hunter Marino 626-636-1933, [hmarino@uccs.edu](mailto:hmarino@uccs.edu), [hmari1391@gmail.com](mailto:hmari1391@gmail.com), 2010

**Project Name:** Innovator Career Fair

**Project Purpose:** The project purpose is to plan an Innovation Career Fair for the University of Colorado Colorado Springs which focuses on highlighting the Bachelor of Innovation and innovative companies.

### **Project Goals**

#### **Goal 1**

Our initial goal will be to plan and organize the Innovation Career Fair, this will include working with event services, catering, and the career center to secure a time, location, supplies, catering, and any other event necessities. This goal also includes creating a timeline and flow for the day of the event.

#### **Deliverable one:**

A document that contains all of the information related to the Innovation Career Fair event. This will include the facility use agreement which will outline the event location and time. In addition, this document will include contact information for event services and catering. Along with information on the event setup such as the blueprint, the supplies being provided by event services (ie. chairs, tables, etc.), and the audio and visual set up. This document will also have a

timeline for deadlines for event services and catering. Lastly, this document will have an outline for the day of the event and event itself, including a timeline, agenda, and overall flow of the event.

## **Goal 2**

Our second goal is to compile a list of potential companies that focus on innovation or recruit innovators. In order to achieve this our team will conduct research to find companies in Colorado that value innovation. This research will be done through several avenues including Handshake, previous Career Networking Nights, and internet research. We will also perform interviews with Bachelor of Innovation professors and faculty including Dr. Stiles, Dr. Bolt, Dr. Kwitek, and Dr. Lewis to identify companies in which they find to be innovative.

### **Deliverable one:**

A Google Sheet which will contain all of the companies that we compiled through our research and interviews. This Google Sheet will have the company name, description, contact information, location, and any other relevant notes.

### **Deliverable two:**

A document with all meeting notes, agendas, and conclusions from all the interviews that are conducted with Bachelor of Innovation faculty and professors.

## **Goal 3**

Our final goal is to invite the companies that were compiled in Goal 2 to attend the Innovation Career Fair. In order to do this, we will create an email template which will include a description of the Bachelor of Innovation, event details, and most importantly how this event will benefit and bring value to them as a business. Then we will contact the companies via email using the email template inviting them to the Innovation Career Fair.

### **Deliverable one:**

The email template that will be used to email potential companies inviting them to the Innovation Career Fair. This template will have a description of the Bachelor of Innovation, the event details including an agenda, and an explanation on how the event will benefit and bring value to their business.

### **Deliverable two:**

Documentation of the emails that are sent out to the companies as well as any responses. This documentation will also include any other form of communication we have with the companies such as Microsoft Teams, phone calls, or any other form of communication.

### **Deliverable three:**



A final list of companies with their status of attendance. This list will outline which companies have been contacted, the date they were contacted and if they have responded. Also, this will include whether the companies have shown interest, confirmed their attendance, or denied the invite.

### **Timeline**

**Wednesday September 14:** First client meeting to discuss client “win” and project goals

**Monday September 19:** Begin event planning with career center, event services, and catering

**Monday September 26:** Complete Goal 1 and begin Goal 2 with setting meetings for interviews, research, and finding resources through the teams’ network

**Monday October 10:** Start Goal 3 with email template and continue with interviews and research

**Monday October 24:** Finish Goal 2 and continue Goal 3 by starting to email companies

**Monday November 7:** Continue emailing companies and start final report

**Monday November 21:** End communication with all potential companies and notify them that the second BI team will confirm attendance closer to the event date

**Wednesday December 7:** Deliver final report to client during final client meeting

### **Meeting Agreement**

Our meetings are tentatively scheduled for every other Wednesday at 2:00pm at the career center.

## **Appendix B : BI Client Application**

### **BI Client Application**

Company: T. Rowe Price Career and Innovation Center at UCCS

Contact Name: Brie Escobedo, Career Exploration Coach

Email: Bescobe2@uccs.edu

Phone: 719-255-3856

Website: <https://career.uccs.edu/>

Description: Innovation Career Fair

Brie Escobedo

Career Exploration Coach

T. Rowe Price Career and Innovation Center at UCCS

### **Background and Project Description**

Dr. Stiles and I discussed this project over the summer. The presenting problem is that while UCCS-sponsored career fairs are very successful, the employer participants do not understand the Bachelor of Innovation as a degree. Because the employers do not understand it, students do not have the time to explain it to them, and hence the advantages of the BI degree do not afford students a competitive edge. I want to partner with a student BI team to plan, develop, and implement an Innovation Career Fair.

Dr. Stiles discussed this project with Dr. Boulton and Dr. Harmon. It was agreed that the team in the fall would plan the event. Planning includes the responsibility to identify entities that have an interest in innovation and consequently recruit identified corporate/government/non-profit participants. The recruitment process provides education and information about the BI to potential employers.

I want the team to plan and prepare for the event, focusing on logistics, communication, and recruitment of employer participants. This event is slated for February, the top month for recruitment. I will apply for a second team in the spring to market the event and follow-up.

This is my first BI team, and I commit to meeting with them once a week. I understand it is their consulting that will make this event successful, jointly sponsored by the T. Rowe Price Career and Innovation Center and the Bachelor of Innovation.

Reference: Dr. Colleen Stiles

Applied on 8/18/2022 18:25:13

Converted on: 08/18/2022 at Aug 18 2022 6:25 PM

**Signatures** Team:

Client:

## **Appendix C : Event Agenda**

### **Agenda**

10:30 am: Event Begins at UC 303

10:40 am: Dr. Kwitek - Introduces event, speaks on B.I. Program

10:50 am: Dr. Kwitek's B.I. Students - Talks about how programs translates to real world

11:10 am: Dr. Stiles - Speaks on business/connections

11:20 am: Angus- Speaks on importance of innovation and sustainability, then closing remarks then leading to lunch

### **Transition to Berger Hall**

11:30 am Catering and companies set up

11:45 pm Rolling Powerpoint with background music begins

12:00 pm Berger Hall Opens for B.I. students only

1:00 pm Berger Hall opens for all students

4:00 pm Event ends

## **Appendix D : Executive Summary**

### **Executive Summary**

#### **Background**

Our goal is to successfully launch the very first UCCS Innovators Career Fair which will focus on highlighting the Bachelor of Innovation Degree (BI) to innovative organizations . Our client is Brianna Escobedo and our contact is Dr. Stiles. Due to the long-term nature of this project, the workload has been divided between two teams.

The Fall semester team is responsible for the logistics of the fair, specifically arranging the event with Event Services (date, time, and schedule), compiling a list of organizations to invite, constructing and distributing invitations to the aforementioned organizations , and managing the RSVPs. The Spring semester team will take over the remaining responsibilities which will ultimately include arranging catering services, sending out follow up emails to organizations , advertising the event to students, and carrying out the event itself.

#### **Proposal**

We are creating an Innovators Career Fair to educate employers as well as students on the Bachelor of Innovation Degree. This career fair will be innovative in itself as it will differ from the “normal” career fair. Organizations will be invited to attend the event to learn firsthand about the BI as well as hire BI students.

The Spring semester team will be responsible for the actual execution of this fair. Which will occur on March 8th from 10:30am to 4:00pm in Berger Hall.

#### **Rationale**

The primary goal of this fair is to define the BI to well known organizations who are seeking innovation but do not know what innovation entails. Additionally, this fair will provide BI students a chance to join the companies that attend this fair. In turn, this will improve organization recognition of the BI as well as its significance in the future of innovation.

#### **Budget Ramifications**

Budget will be outlined closer to the date of the event, since arranging the prices of funding-dependent components of the BI fair will be more accurate close to the date of the event. However we have created a loose budget outlining the predicted price of catering and gifts for companies in attendance. In addition we have added an outline for donations from companies in attendance.

#### **Heuristic Implications**

It is incredibly important that the second team understands that the success of this fair is paramount. The reputation of the BI, as well as the overarching future of its title owners will be affected by the performance of this event. Several BI leaders have promised the presence of

several big-name organization representatives and some have even offered to present at the event.

You will be expected to meet and collaborate with the major representatives of the BI field including Dr. Kwitek, Dr. Bolt, Dr. Stiles, etc.. Additionally, you are expected to cooperate with UCCS' Event Services to decide on catering, make a Powerpoint presentation for the event, and attend the Innovators Career Fair to ensure it is executed properly.

## Appendix E : Email Invitation Template (sent to company contacts 01/09/2023)

Greetings, Innovator!

We are writing to inform you that your organization has been selected to attend the first-ever **Innovators Career Fair**. The event will be hosted at the University of Colorado - Colorado Springs (UCCS) on:

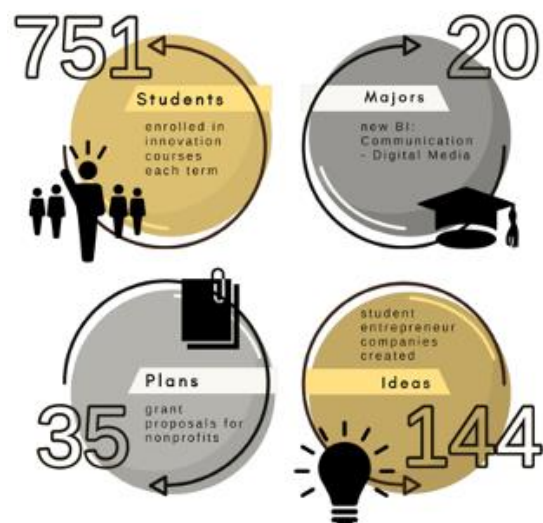
**March 8th, 2023, from 10:30 a.m. to 4:00 p.m.**

This is an exclusive opportunity to meet and hire innovators from the country's only Bachelor of Innovation™ (BI) program. The BI is an internationally unique interdisciplinary undergraduate program, similar to a Bachelor of Science (BS) or a Bachelor of Arts (BA), that combines the traditional degree curriculum with practical coursework, teamwork, innovation and entrepreneurship training.

Beyond the already expected technical depth of a UCCS graduate, innovation students emerge with a distinctive set of experiential skills. Competencies from working on real problems with local companies are vast:

- An understanding of the innovation process
- Experience transforming ideas into sustainable societal impact
- a grasp on entrepreneurial business policies and intellectual property
- and our cross-discipline approach to teams and study gives our graduates globalization, creative communication, engineering technology, and business familiarity.

You can find additional facts below, as well as on our website: <https://innovation.uccs.edu/>



The purpose of this career fair is to educate organizations on the BI degree while connecting companies with hardworking, innovative students that are looking to start their careers from over 22 majors. During this event, employers are invited to enjoy a formal breakfast with presentations followed by the fair. For more information on the event and RSVP, please visit the following link: (INPUT LINK HERE)

On behalf of the UCCS Bachelor of Innovation™ program and the T. Rowe Price Career & Innovation Center, we look forward to hosting (and innovating!) with you.

We hope to see you there!

UCCS Bachelor of Innovation™ Team

**Appendix F : Guest Speaker Invitation (have not been sent out, may need updating depending on desired topics/flow of event)**

**Dr. Kwitek**

Dear Dr. Kwitek

My name is (BLANK), I am on a BI team that is working with the UCCS Career Center to plan and execute a Career Fair that focuses on innovation and the Bachelor of Innovation. The event will be March 8th, 2023, 10:30am to 4:00pm. The event will begin with a presentation to the representatives from the organizations in attendance. The goal of this one hour presentation will be to educate the companies on the Bachelor of Innovation.

My team and I would like you to introduce the presentation portion of the event in room UC 303 at 10:30 am. Then go into further detail about what the Bachelor of Innovation degree is. The allotted time for your portion will be 15 minutes.

Let us know if you have any questions and if you would be available to speak!

Thank you!

(NAME)

**Dr. Stiles**

Dear Dr. Stiles,

My name is (BLANK), I am on a BI team that is working with the UCCS Career Center to plan and execute a Career Fair that focuses on innovation and the Bachelor of Innovation. The event will be March 8th, 2023, 10:30am to 4:00pm. The event will begin with a presentation to the representatives from the organizations in attendance. The goal of this one hour presentation will be to educate the companies on the Bachelor of Innovation.

My team and I would like you to speak at the presentation portion of the event in room UC 303 at 10:45 am. Specifically on (TO BE DETERMINED) . The allotted time for your portion will be 15 minutes.

Let us know if you have any questions and if you would be available to speak!

Thank you!



## **Professor Chassels**

Dear Professor Chassels,

My name is (BLANK), I am on a BI team that is working with the UCCS Career Center to plan and execute a Career Fair that focuses on innovation and the Bachelor of Innovation. The event will be March 8th, 2023, 10:30am to 4:00pm. The event will begin with a presentation to the representatives from the organizations in attendance. The goal of this one hour presentation will be to educate the companies on the Bachelor of Innovation.

My team and I would like you to speak at the presentation portion of the event in room UC 303 at 10:30 am. We would like for you to speak on the importance of innovation, creativity, and sustainability. The allotted time for your portion will be 15 minutes.

Let us know if you have any questions and if you would be available to speak!

Thank you!

(NAME)

## **Alumni Guest Speaker - Josh Helmen**

Dear Mr. Helmen,

My name is (BLANK), I am on a BI team at UCCS that is working with the UCCS Career Center to plan and execute a Career Fair that focuses on innovation and the Bachelor of Innovation. The event will be March 8th, 2023, 10:30am to 4:00pm and will begin with a presentation to the representatives from the organizations in attendance. The goal of this one hour presentation will be to educate the companies on the Bachelor of Innovation.

My team and I would like you to speak at the presentation portion of the event in room UC 303 at am. We would like for you to speak on your experience in the Bachelor of Innovation and how it has translated into your profession. The allotted time for your portion will be 15 minutes.

Let us know if you have any questions and if you would be available to speak!

Thank you!

(NAME)

## Appendix G : Company list

Name of Company	Description	Contact Person	Contact Email
1st Bank	Bank	Joe Nicosia	joe.nicosia@efirstbank.com
4 Seasons Denver	Hotel	OCEAN BRYANT	ocean.bryant@fourseasons.com
A & M Aerospace	Part Manufacturing	Mike Hastings,	president@amaerospace.com
Actalent	Cyber Security	Abbey Newhouse; Amgie Mabee	anewhous@actalentservices.com; amabee@aerotek.com
Activision Blizzard	Game Development Company	No Contact Name Listed	pr@activisionblizzard.com
Adobe Systems	Software Developer	Caitlin Fox; Isaiah Ossai	cfelix@adobe.com; iossai@adobe.com
Aduro Advisors, LLC	strategic financial services company.	Ally Faber; Madison Lingo	ally.faber@aduroadvisors.com; madison.lingo@aduroadvisors.com
Affiliated Engineers, Inc.	Provides general engineering services	Cliff Pacaro; Laura Phillips	cpacaro@agcbio.com; lphillips@agcbio.com
AGC Biologics	leading global biopharmaceutical Contract Development	Christina Wright; Cliff Pacaro	cwright@agcbio.com; cpacaro@agcbio.com
Amazon	Mass Production Industry	Alexander Martinez; Amanda Falwell	mznalexa@amazon.com; afalwell@amazon.com
AMD	Graphics Card Manufacturer	Cody Smotherman; Leilah Meek	cody.smotherman@amd.com; leilah.meek@amd.com
Apple	Smart device dispensary service.	Laura Aguirre; Brady Monique	laura_aguirre@apple.com; mbrady6@apple.com
Astec Corporation	Device Part Manufacturer	Duane Hill; Lila Holman	dhill@astecindustries.com; lholman@astecindustries.com
Atlas prep school	school	Jaqueline Cochell; Casey McComsey	jcochell@atlasprep.org;cmc comsey@atlasprep.org
Auto-Owners Insurance Company	Mutual Insurance Company	Chelsea Haggard; Orlando Camargo	haggard.chelsea@aoins.com; camargo.orlando@aoins.com

Ball Corporation	Supplies innovative, sustainable aluminum packaging solutions	Tonnia Thornhill; Dani Willis	tonnia.thornhill@ball.com; cwillis1@ball.com
BDS Connected Solutions, LLC.	Retail marketing services agency.	David Goldberg; Edith Griffith	david.goldberg@bdssolutions.com; edith.griffith@bdsmktg.com
Bend Studio	Game Development Company	No Contact Name Listed	Info@watchitbendstudios.com
Boring Company (Elon Musk)	American infrastructure and tunnel construction services company founded by Elon Musk.	Jehn Balajadia ,Jordan Ceal	tunnels@boringcompany.com; jehn@boringcompany.com; jordan.cealey@boringcompany.com
Bosch	Software security, household appliances, and vehicles.	Andrea Alfaro; Brian Asbaty	external.andrea.alfaro@us.bosch.com; external.brian.asbaty@us.bosch.com
Boston Dynamics	Robotics Company	Robert Playter	playter@bostondynamics.com
Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) - Denver Field Division	Government	Stiles (knows the head) no contacts listed	
Butler Aerospace and Defense	Cyber Security	Laura Leszek	leszekl@butler.com
Century Link	Internet Provider	No Contact Name Listed	talktous@centurylink.com
Chick-fil-A	Chicken Restaurant	April Lowden (CO Springs location) more locations are listed in Handshake	cfaapril@gmail.com
Central Intelligence Agency (CIA)	Government	Nawana H	nawanah@ucia.gov
City of Colorado Springs	City	Catherine Bustos; Jeffrey Plunkett	catherine.bustos@coloradosprings.gov; jeffery.plunkett@coloradosprings.gov
Clanton & Associates	Lighting Design and Engineering Firm	Dane Sanders; Lulu Davis	dane@clantonassociates.com; lulu@clantonassociates.com

CliftonLarsonAllen	Tax Office and Advice	Genevieve Norton; Mari Bell	genevieve.norton@claconnect.com; mari.bell@claconnect.com
Colorado Department of Corrections	State Correctional Agency	Cheryl Ahumada	cheryl.ahumada@state.co.us
Colorado Department of Human Services	Serves people who help people.	Heather Woolbright; Isaac Phelps	heather.woolbright@state.co.us; isaac.phelps@state.co.us
Colorado Department of Public Safety	Ensures the safety of public services.	Anastasiya Schomaker; Theresa Staples	anastasiya.scomaker@state.co.us; theresa.staples@state.co.us
Colorado Department of Transportation	Manages government transportation world wide.	Amanda Parkhurst-Strout; Angelita Sims	amanda.parkhurst-strout@state.co.us; angelita.sims@state.co.us
Colorado Springs Utilities	Full service utility company.	Amber Sweet; Jonathan Liepe	aesweet@csu.org; jlpe@csu.org
Comcast NBCUniversal	media and technology entertainment company.	Stiles; Brie Cooper; Jason Pagano	brie_cooper@comcast.com; jason_pagano@comcast.com
Community Reach Center	Mental Health Nonprofit.	Rick Doucet	rickdoucet@communityreachcenter.org; r.doucet@communityreachcenter.org
Consolidated Electrical Distributors, Inc.	One of the largest electrical distributors in the country.	Erin Niles; Merissa Quick	erin.niles@ced.com; careerinfo@ced.com
Coors Brewing Company	the largest single brewing facility operating in the world.	Ralph Hargrow	hargrow4@aol.com; ralph.hargrow@acco.com
Copilot Creative	Graphic Design	No Contact Name Listed	info@copilotcreative.com
CoreSite	American data center provider	Erick Bromfield	erick.bromfield@coresite.com ;bromfielde@yahoo.com
Cosco	Bulk Product Superstore	kati Cosco	katia.cosco@kikocosmetics.com ; cosco.katia@gmail.com
Credit Service Company, Inc.	Debt collection agency.	Karen Hampton	karenh@creditservicecompany.com
Crocs	shoes	Jen Stark; Tsiona Gedamu	jstark@crocs.com; tgedamu@crocs.com
Curaleaf Holdings	One of the largest Cannabis industries in the United States	Matthew Darin	mdarin319@yahoo.com
Deck Nine	Game development	Josh Jorba	jjorba@deckninegames.com

Dell	Computer Hardware Company	Allison Behrmann; Ashley Zagaruyka	dell@nc3.com; ashley_zagaruyka@dell.com
Deloitte	Professional Services Manufacturer	Allison Loparo; Allison Powel	aloparo@deloitte.com; allispowell@deloitte.com
Denver Broncos	Football Sports Team	Jeffrey Engelken	guest.relations@broncos.nfl.net
Denver Art Museum	Museum	Laura Pratt	lpratt@denverartmuseum.org
Department of Defense	Defense	Farinaz Firouzi; Nicholas Garcia	farinaz.firouzi.ctr@mail.mil; nicholas.r.garcia22.civ@mail.mil
Dicks Sporting Goods	Sports Superstore	No Contact Name Listed	Investors@dcsg.com
Disney	Mickey Mouse Studios	AJ Aostri; Allen Jogiel	alberto.j.aostri@disney.com; allan.jogiel@disney.com
District 11 Schools	Education	Adrienne Holzwarth; Ann Richards	adrienne.holzwarth@d11.org; ann.richards@d11.org
DSoft	Technology, software development, and systems engineering firm company	Mr. Kunal Vyas / Mr. Ritesh Vyas	info@dsoftcorporation.com
Dunton Hot Springs	Luxary Resort	Edoardo Rossi	erossi@duntondestinations.com
El Paso	County	Christine Middleton; Heather Hatfield	christinemiddleton@elpasoco.com; employment@elpasoco.com
Encompass Technologies	Food and Beverage Distribution Industries	Nicole Bettray	nicole@encompass8.com
Endeavor Exteriors	Exterior contractor	Brett Eades	b.eades@endeavorexteriors.com
ENT Credit Union	Bank	Angel Ramelb; Christine Wood	aramelb@ent.com; cwood@ent.com
Epic - Vail Resorts	Mountain Resort Service	Alicia Galikova; Sam Lanier	agalikova@vailresorts.com; samuel.lanier@vailresorts.com
Exxon	Gas Distribution Company. Sometimes refered to as ExxonMobil	no contacts listed	exxonm@ncbev.com; bhssc.neu@gmail.com

FaceBook	Social Media	Angus; Benjamin Pastor; Brandon Lobb	bpaster@fb.com; brandonlobb@fb.com
Federal Emergency Management Agency (FEMA)	Government	Leemar Thorpe; Tiera Roundtree	leemar.thorpe@fema.dhs.gov; tiera.roundtree@associates.fema.dhs.gov
Fedex (Mid-America Location)	Delivery Service	Alena Miles; Amber Frakes	alena.miles@fedex.com; amber.frakes@fedex.com
Fidelity Investments	Financial Planning and Advice, Retirement Plans, Wealth Management Services, Trading and Brokerage services, and investment products	Christopher Joyce; Danielle Krogwold	christopher.joyce@fmr.com; danielle.krogwold@fmr.com
Finish Line	shoes	Eliza Craig; DJ Hughes	ecraig@finishline.com; dhughes@finishline.com
Fresenius Medical Care North America	Health Care	Scott Sayres	Scott.sayres@freseniusmedicalcare.com
Global Connections to Employment	Recruiting Company	Solomon Talabhaktula	solomon.talabhaktula@gce.org; talabhaktulas@gmail.com
Goldman Sachs	American Investment Bank	Ashley Little; Caroline Crowther	ashley.little@ny.email.gs.com; caroline.crowther@gs.com
Goodwill	Non-Profit	Christine Phillips; Cindy Cartwright	cphillips@goodwillcolorado.org; ccartwright@goodwillcolorado.org
Gorman and Company	Innovative Housing, preservation of affordable housing, workforce housing, use of historic buildings	No Contact Name Listed	Info@gormanusa.com
Greystar	Real Estate	Brandon Rich	brich@greystar.com; charles.rich@gmail.com
Gunnison Valley Health	Health System	Julena Swanson	jswanson@gvh-colorado.org
HBO	Film making	Carla Rampersad; Kameron Waln	carla_rampersad@discovery.com; kameron.waln@turner.com
Ibotta	Ibotta is the #1 shopping rewards app for driving new customers and more trips.	Cody Goodman; Emma Flowers	cody.goodman@ibotta.com; emma.flowers@ibotta.com

iCIMS	talent cloud company	Sarah Bradly; Sarena Tseng	sarah.bradley@icims.com; sarena.tseng@icims.com
In Front Webworks	Digital marketing	Matthew Palis	matt@infront.com mattiepali s@yahoo.com ;info@infront.com; matt@mwp3.com ;molly@mwp3.com
Insomniac	Game Development Company	Carrie Dieterle	cdieterle@insomniacgames. com ;valaugus@address.com; carrie.dieterle@insomniacg ames.com
Instagram	Social Media owned by Facebook	Kate Aishton	keaz8@yahoo.com; kate.aishton@gmail.com; kaishton@instagram.com
IntelePeer	cloud communications company.	Brian Pearl; Stefany Tovar	bpearl@intelepeer.com; stovar@intelepeer.com
Interum HealthCare of Colorado	Healthcare	No Contact Name Listed	Rmcmarketing@interim- health.com
Jacobs	Missile Defense	Chelsea Huffman; Chris Buchanan	chelsea.huffman.ctr@jacobs .com; christopher.buchanan.ctr@j acobs.com
John Deere	agricultural machinery manufacturer	Jerry Richard; Jovana Kunovska	richardjerry@johndeere.com ; kunovskajovana@johndeere .com
JP Morgan	Finance Manager	Adam Cortese; Aliyah Fulton	adam.m.cortese@chase.co m; aliyah.fulton@chase.com
JVA Consulting Engineers	Civil, Environmental, and Structural consulting engineering firm.	Molly Gross; Peter Hassinger	mgross@jvajva.com; phassinger@jvajva.com
Kiewit	Innovative infrastructure developement (involvement with UCCS)	Abbie Lucero; Bianca lordache	recruitingsupport@kiewit.co m; bianca.secaru@kiewit.com
King Soopers	Grocery store	Daniel Martinez	daniel.martinez@kingsoope rs.com
Lees Spirits	Craft Gin Distillery	Cole Chapman	therealcc@comcast.net; lischap@comcast.net; lischap@concentric.net; cole@leespirits.com

Lockheed Martin	American aerospace, arms, defense, information security, and technology corporation	Jawad Iqbal; Tiffany Wang	jawad.iqbal@lmco.com; tiffany.wang@lmco.com
Lodge Casino	Casino	Michael Anderson	michael.anderson@kimptonhotels.com; michael.anderson@grandsierraresort.com
Lovelace Biomedical Research Institute	Biomedical Research	Dalia Esparza; Kimberly Griego	desparzaiturralde@lovelacebiomedical.org; recruiting@lrri.org
Lyrics2Learn, LLC	Teaching service	Jeremy Spartz	admin@lyrics2learn.com
MDC Holdings, Inc.	homebuilding	Dustin Tallant; Meghan O'Brien	dusty.tallant@mdch.com; meghan.o'brien@mdch.com
Merrick and Company	Innovative engineering and architecture	Kelly Kopec; Lisa Chipman	kelly.kopec@merrick.com; lisa.chipman@merrick.com
Microsoft	Software development company	Tiffany Cross	crosta@ufl.edu; tiffanydmoore87@hotmail.com; ancil94@gmail.com; tiffany@thebeatdc.com; tiffanydcross@gmail.com
Museum of WWII Auston	Museum	Jeff Hunt	txmilmmuseum@gmail.com
Mutual of Omaha-Rocky Mountain Division Office	financial services industry	Molly Skold	molly.skold@mutualofomaha.com
Naughty Dog	Game Development Company	Kiaya Chapman	
Neon Pig Creative	Graphic Design	Colin Christie	Colin@neonpigcreative.com
New Yorker	Comic Strip Maker	Lainna Fader	lainna_fader@newyorker.com; lainnafader@gmail.com
Nordstrom Rack	Clothing	Katie Veliz; Andrea Linkevich	catherine.veliz@nordstrom.com; andrea.linkevich@nordstrom.com
North Range Behavioral Health	Mental Health	Courtney Schapter; Rachel Perez	courtney.schaper@northrange.org; rachel.perez@northrange.org
Northwestern Mutual Colorado	financial advisors	Jules Graham; Peyton Taylor	ashley.m.palace@nm.com; annie.kirkpatrick@nm.com
NuAxis Innovations	IT Services	Imran Akram	imran.akram@nuaxis.com ; imran.akram@gmail.com
Nvidia	Graphics Card Manufacturer	Lisa Myers; Mohammad Amin	lmyers@nvidia.com; mnabian@nvidia.com



Oracle	Cloud Applications and Cloud Platform	Stiles; Antonia Tyson; Bethany Rockovich	antonia.tyson@oracle.com; bethany.rockovich@oracle.com
Peace Core	Government	Karyn Sweeney; Nicholas Dippel	ksweeney@peacecorps.gov ; ndippel@peacecorps.gov
Penske Truck Leasing	Truck leasing	Abe Estimada; Adrienne Tippet	abe.estimada@penske.com ; adrienne.tippet@penske.com
PeopleTec, Inc.	Cyber Security	Paige McAlister	paige.mcalister@peopletec.com
Procter & Gamble	multinational consumer goods corporation	Alice Chen; Amy Porras Badilla	chen.m.39@pg.com; porras.a@pg.com
Progressive	Insurance Company	Aimee Carcioppolo; Julie Everett	acarciop@progressive.com; julie_everett@progressive.com
Pueblo	City	Manuel Alcala; Human Resources	civilservice@pueblo.us; hr@pueblo.us
Riot Games	Game Development Company	Romain Bigeard, Ali Miller	rbigeard@riotgames.com; alimiller84@gmail.com ;
Rocket Mortgage	Morgage	DJ Bridges; Eric Jones	djbridges@rocketcentraldetroit.com; ericjones@rocketcentraldetroit.com
Rocky Mountain PBS	Education Television Show	Janina Martin Victoria Carodine	janinamartin@rmpbs.org ; janinamartin65@gmail.com; vgracecarodine@gmail.com
Scheels	Sports Superstore	Chris Pryah	cepryah@scheels.com
SCL-Health	Healthcare	Andrew Lawrence Susan Schaub	andrew.lawrence@sclhs.net ; aslawrence1@att.net; susan.shrmcp@sclhs.net; susanschaub13@gmail.com
Sherwin-Williams Company	Paints and Coatings Company	Adrea Gracia; Alexa Tropiano	adrea.l.gracia@sherwin.com; alexa.r.tropiano@sherwin.com
Sony	Technology Company	Alexa Abrams; Erin Kiernan	alexa.abrams@sonymusic.com; erin.kiernan@sonymusic.com

Spencer Ogden	Global energy, engineering, and infrastructure recruitment team	Amy Gonzalez; Aya Garfaoui	amy.gonzalez@spencer-ogden.com; aya.garfaoui@spencer-ogden.com
Spirit Hound	Whiskey distillery - Won best whiskey of the year in 2022	Amanda Engelhorn	info@spirithounds.com
SportsHosts	Sports Fan Community	Darren Walls	darren@sportshosts.com
Star Bucks	Coffee Distribution Company	Ashley Hernandez; Sandra Perez	ashernan@starbucks.com; saperez@starbucks.com
Switchables	Stained Glass Company	Joyce Birchler (Owner) Dena Allread (Chief Operations Officer)	joyce@switchables.net ; dena@switchables.net
T Rowe Price	Investment and Retirement Company	Alex Byalik; Amber French	alex_byalik@troweprice.com; amber.french@troweprice.com
Taco Comfort Solutions	Plumbing and heating sales	Ken Watson	kenwat@tacocomfort.com ; ken.c.watson@gmail.com
Target	Grocery store	Camilla Malicki; Jada Hearon	camilla.malicki@target.com; jada.hearon@target.com
Techtronic Industries, NA (TTI)	innovation, design, manufacturing, and marketing power tools and accessories	Aaron Vallejo; Alyxandra Van Doren	aaron.vallejo@ttigroupna.com; alyx.vandoren@ttigroupna.com
Tek Experts	IT Company	Amanda Parise; Joshua Wolfaardt	gcoss.recruiting@tek-experts.com; joshua.wolfaardt@tek-experts.com
Tesla	Vehicle Development Company	Aimee Ferguson; Alejandro Coronel	aiferguson@tesla.com; acoronel@tesla.com
ThatGameCompany	Game Development Company	Kent Ashmore	kent.ashmore@gmail.com; kent@keltia-design.com; imkashmo@gmail.com; organicpanama@gmail.com
Alliance for Sustainable Colorado	coworking space, event venue and environmental nonprofit	Dani Orth	deskeyworth@gmail.com; dorth@thealliancecenter.org
The Broadmoor	Community Welfare	Johnny Diiorio; Luke Prince	jdiiorio@broadmoor.com; lprince@broadmoor.com

The YMCA	Sports and Leisure	Jennifer Schumann; Jess Brown	jschumann@ymcarockies.org; jbrown@ymcarockies.org
TriSalus Life Sciences	Transforming outcomes for patients	Brenda Zimmerman-Vertin	brenda.vertin@trisaluslifesci.com
Tuff Shed, Inc	Supplies storage buildings and garages	Support and contact email	info@tuffshed.com; ccare@tuffshed.com
U.S. Environmental Protection Agency (EPA)	Environmental Protection Agency	Ash Mohamed; James Yarberry	moohamed.ashraf@epa.gov; yarberry.james@epa.gov
U.S. Fish and Wildlife Service	Fish and Wildlife Service	Lauren Freitas; Olivia Beitelspacher	lauren_freitas@fws.gov; olivia_beitelspacher@fws.gov
UCCS Cyber Security	cyber security		
UC Health	Hospital health care	Kristen Wevers	kristen.wevers@uchealth.com; kristin.wevers@uchealth.com
United States Postal Inspection Service	Postal Inspection Service	Peter Pastre	peterpastre@aol.com
United States Secret Service	Federal law enforcement agency	Anthony Nesbitt; Scott Kurfis	anthony.nesbitt@ecucomm.com; scott.kurfis@usss.dhs.gov
UnitedHealth Group	Health company	Alisha Moe; Ashley T	alisha_moe@uhg.com; collegerecruitment@uhg.com
University of Colorado Colorado Springs	College		
Valdez International	One of the highest rated IT companies.	Valdez International corporate office headquarters	Partnerwithus@valdezicorp.com
Vans	Shoe Company	Megan Bailey	megan_bailey@vfc.com
<b>Version (did you mean Verizon?)</b>	Internet Provider	Frenchye Muniz; John La Bruno	frenchye.muniz@verizonwireless.com; kohn.labruno@verizon.com
VF Corporation	Outdoor Brands (Could break down to specific brands part of VF such as TNF or Timberland)	David Diaz; Martine Knights	david_diaz@vfc.com; martine_knights@vfc.com
WellPower	Mental Health Center	Max Feeney; Nancy Newman	maximillian.feeney@wellpower.org

Xactly Corp	Sales Performance Management	Arielle Williams	awilliams@xactlycorp.com
Xfinity Communities	Internet Provider	Jason Damien Ricardo Rebisso	jason_montoya@comcast.com; ricardo_rebisso@cable.comcast.com; ricardo_rebisso@comcast.com
Youtube	Social Media	Shannon Garrett , Colette Turner, Brandon Harrington	shannon.garrett@youtube.com; shannong@youtube.com; quirkycoletteee@yahoo.com; bjharrington616@gmail.com
Zayo	Communications infrastructure service	Anthony Rollins; Ashley Shepard	anthony.rollins@zayo.com; ashley.shepard@zayo.com

**Appendix H : Event Budget (this is fairly loose and may need to be updated)**

<b>Budget for Innovators Career Fair</b>				
	<b>Expense Type</b>	<b>Expense Description</b>	<b>Price</b>	<b>Notes</b>
<b>Event Expenses</b>				
	Catering for companies	Breakfast burritos for 100, drinks included	\$1,000.00	This is an estimate, for more precise cost work with catering services
	Catering for fair portion of event	Appetizers	\$2,500.00	This is a guess there is no menu for appetizers
	Gifts for company representatives	BI stress balls and pens	\$125.00	
			<b>\$3,625.00</b>	
<b>Donation Tier List for companies</b>				
	Tier 1 Donation	Recommended donation for 500+ employees	\$400.00	
	Tier 2 Donation	Recommended donation for 250 - 500 employees	\$250.00	
	Tier 3 Donation	Recommended donation for 10 - 250 employees	\$100.00	

**Appendix I : Save the Date Template (sent to company contacts 12/2/2022)**

Greetings, Innovator!

The University of Colorado Colorado Springs, the T. Rowe Price Career & Innovation Center, and the Bachelor of Innovation cordially invites you to the first ever Innovator Career Fair.

Please see the attached “Save the Date” for more information. Formal invitations will be sent out in January.

**SAVE THE DATE!**

# Innovator Career Fair

 **March 8, 2023**  
**10:30am - 4:00pm**

**Looking for  
hardworking &  
innovative students?**

**Meet with students looking for opportunities  
to build their skills and work for  
companies like **YOU!****

**UCCS** T. Rowe Price Career  
and Innovation Center  
UNIVERSITY OF COLORADO COLORADO SPRINGS

## Appendix J : Task CheckList from Fall 2022 team

Task	Completion Status
Scope of work	Completed
Interview Dr. Kwitek	Completed
Set up and confirm date, time, and location for event through event services	Completed
Create a companies list with contact information	Completed
Email template	Completed
Handshake website	In Progress
Create content for website	Completed
Create agenda for event	Completed
Email speakers invitations for event	In Progress - Blake
Create save the dates and content for email	Completed
Email save the dates to companies	Not Started
Email formal invitations to companies	Not Started
Executive Summary	Completed - need to add budget ramifications
Create budget for catering, company gifts, and donation tier list	Completed
Create a specialized UCCS email for event	In Progress
Apply for 2nd BI Team	Completed

## Appendix K : Event Services Facility Use Agreement



University Center  
& Event Services  
UNIVERSITY OF COLORADO  
COLORADO SPRINGS

### Facility Use Agreement Innovation Career Networking Night

Ref: 101206

#### Contact Information

Main Contact	Blake Eaton Pi Kappa Phi	Tel.	
		Email	beaton@uccs.edu
		Fax.	
Type	Event/Function	Booked By	Tyler Shanahan
Booking status	Confirmed	Booked On	Mon Sep 26 22
Dates	Wed Mar 08 23 to Wed Mar 08 23	Confirmation Date	Mon Sep 26 22
Times	02:00 PM to 08:00 PM	Event Manager	Tyler Shanahan
Numbers	150	Contact Tel.	(719)255-3892
		Contact Email	tshanaha@uccs.edu
		Sales Manager	

#### Conference Rooms

Rooms	From/To	Layout x People	Equipment	Qty
<b>University Center</b>				
UC 303A	Wed Mar 08 - Wed Mar 08	Banquet (64)		
Meeting Room	10:00AM to 12:00PM			
UC 303B	Wed Mar 08 - Wed Mar 08	Banquet (64)		
Meeting Room	10:00AM to 12:00PM			
UC Table 3 Cafe 65	Wed Mar 08 - Wed Mar 08	Tabling (150)		
Special	12:00PM to 4:00PM			
UC Table 4 Cafe 65	Wed Mar 08 - Wed Mar 08	Tabling (150)		
Special	12:00PM to 4:00PM			
UC 303	Wed Mar 08 - Wed Mar 08	Banquet (64)	Chairs, Meeting Room, UC ( 7:00AM- 3:00PM)	64
Main Room	10:00AM to 12:00PM		Table, Buffet, UC ( 7:00AM- 3:00PM)	3
			Table, Round, 5ft, UC ( 7:00AM- 3:00PM)	10
UC Berger Hall	Wed Mar 08 - Wed Mar 08	See Diagram (150)		
Main Room	12:00PM to 4:00PM			

#### Additional Information

##### UCES Delivery/Setup

Berger Hall - will be club fair style-esque, client will confirm in spring numbers



## Appendix L : Proof of Bachelor of Innovation Client Application for Spring 2023 team

# CLIENT APPLICATION

### Bachelor of Innovation Client Application Form for a Innovation Student Team

Thank you for applying for a student innovation team. Your application has been received.

Google Forms

This form was created inside of VAST Lab.

1/1

## **Appendix M : Meeting Agendas**

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## Meeting Agenda

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Location:       UCCS Career Center

Date:            11/21/2022

Time:            11:00am – 11:30am

---

### Agenda details:

I.    Introduction

II.   Give an upda

III.   Review website and Save the Date flyer/email

IV.   Discuss call to action before final meeting on November 30<sup>th</sup>  
- Obtain email addresses ASAP ([innovate@uccs.edu](mailto:innovate@uccs.edu))  
- Clarification on who will be handling financial aspects of the event  
- Best way to set up email for formal email invitation

V.    Questions / Concerns

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## Meeting Agenda

---

Location: UCCS Career Center

Date: 9/21/2022

Time: 2:00pm – 2:30pm

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### Agenda details:

- I. Introductions
- II. Review Scope of Work and give update on current tasks
- III. Review any needed items/information from Brie
  - a. List of companies in attendance at previous Career Networking Nights
  - b. List of any company contacts that Brie recommends
  - c. Previous layout of any Career Networking Nights (if applicable)
- IV. Questions

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## Meeting Agenda

---

Location: UCCS Career Center

Date: 11/30/2022

Time: 2:00pm – 3:00pm

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### Agenda details:

- I. Introduction
- II. Discuss options for sending out invitations
- III. Review and send out Save the Dates
- IV. Review and prepare formal email invitations
- V. Discuss any considerations for the final report
- VI. Decide final meeting date and any other necessary tasks before final meeting
- VII. Questions / Concerns

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## Meeting Agenda

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Location: UCCS Career Center

Date: 10/05/2022

Time: 11:30am – 12:00pm

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### Agenda details:

I. Introductions

II. Review revised Scope of Work

III. Give update on progress

- a. Vision of event
- b. Type of companies being invited
- c. Will need help with who to contact for the companies (recruiters, HR, etc.)

IV. Questions

## **Appendix N : Key Contacts and Team Contacts**

Team:

Blake Eaton

Team Leader

4010

[Beaton@uccs.edu](mailto:Beaton@uccs.edu)

720-612-3823

Hailee O'Neill

2010

[Honeill@uccs.edu](mailto:Honeill@uccs.edu)

720-530-9304

Hunter Marino

2010

[Hmarino@uccs.edu](mailto:Hmarino@uccs.edu)

626-636-1983

John Zalewski

2010

[Jzalews2@uccs.edu](mailto:Jzalews2@uccs.edu)

719-367-6651

Aimée Branine

3010

[Abranine@uccs.edu](mailto:Abranine@uccs.edu)

Owen Bach

2010

[Obach@uccs.edu](mailto:Obach@uccs.edu)

720-400-3517

Client:

Brianna Escobedo

[Bescobe2@uccs.edu](mailto:Bescobe2@uccs.edu)

Event Services Contact:

Tyler Shanahan

[tshanaha@uccs.edu](mailto:tshanaha@uccs.edu)