May 24, 2017

To whom it may concern,

I am writing this letter of reference for Seth Ficke to inform you of the role he played in NTC's Syllabus Generator project from January, 2017 through May, 2017.

As NTC's Director of Career Pathways, one of my roles is to oversee NTC's standardized syllabus. This Microsoft Word document template is updated each year, and made available to faculty to build their syllabi from. It is a cumbersome document, with many pages of information. Some of which changes often. It takes faculty several hours to build just one syllabus. With many of our faculty assigned to multiple courses multiplies the amount of time needed for them to work on syllabi each semester. It is a very manual process, which lends to the chance for errors being increased. Adjunct faculty often have incomplete or incorrect syllabi due to the fact that they are not full-time and more removed from the college overall.

The Syllabus Generator project is a very important project for the college as it reduces time spent on creating syllabi, ensures consistent syllabi across all faculty teaching a course and within a program, and ensures that all syllabi contain all the necessary information on this "contract" between faculty and the student taking their course.

While enrolled in NTC's 10-152-393 Application Development Capstone Project course, Seth was a member of a four person team assigned to be the fourth team to work on the NTC Syllabus Generator project. The teams previous to Seth's involvement developed a web-based program which pulled information from our enterprise system, Peoplesoft, to auto-populate certain blocks of information on the syllabus. The first teams developed a functional but more basic product. Seth's team took the project to the next level!

Seth and his team met several times through the semester with the customer, my team. Seth assisted in requesting feedback from us and also from faculty, making revisions based on the recommendations provided. Seth was also involved with collaborating with the NTC IT team, and presented the project to the president of NTC to promote the project being made active within the college.

Seth's involvement in these meetings was always of the highest professional behavior. He demonstrated not only the necessary technical skills needed to advance the Syllabus Generator, but he demonstrated the soft skills necessary to be a successful member of a work team. I was very impressed by Seth's performance, and the work that he was able to accomplish with the Syllabus Generator truly blew us all away! Seth's involvement on the Syllabus Generator project will have a lasting imprint on the way syllabi are generated at NTC moving forward.

My background is not IT, and I won't be able to give you information on the specific programming used to make the Syllabus Generator the dynamic product that it's become. But I can speak to the dedication, impact, collaboration, professionalism, talent, and skill of Seth's work and for these items I hold Seth in the highest regard. Any employer who is lucky enough to have Seth as a part of their team will benefit greatly from his work. I've witnessed the work he was able to accomplish in just a few short months, and I was more than impressed. Please feel free to contact me if you have any questions, or would like to know more about the NTC Syllabus Generator project that Seth was instrumental in developing.

Respectfully,

Bonnie Osness, Director of Career Pathways

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