

The Last Day

Agenda

- Make sure you take the quiz in d2l on the grade you want and why.
- Exchange non-PSU email for folks graduating.
- Bullet points and advice for resume.
- Socialize

So about grades ...

This class was more like a practicum. We did things and learned things on the fly and under deadlines with external masters.

- Fill out the quiz.
- It has three questions:
 - The grade you want
 - The grade you deserve and,
 - Why

What We Did

- Certified for Human Subjects
- Built a tool chain you can use in later projects
- Learned about logic models from at least two points of view
- Reviewed artifacts about Students First
- Created an interview document
- Created a process evaluation plan that will be implemented this summer.
- Brainstormed questions for a student need survey. Some were implemented.
- Learned some basics of how to weight survey data to better match the population.
- Learned about survey question construction and fielding.
- Told the administration your concerns about Fall. They are listening and doing things about it.

When Anyone Asks What you Did

You worked to make sure that PSU students had the support they needed during the COVID-19 pandemic.

People that are graduating

University is about knowledge and Networks.

- Send your contact information, including a non-PSU email address, to the faculty that you think could provide a good letter of recommendation or a reference.
- Do the same with classmates that you think you could work with some day.
- Don't depend on social media. Plan on a contact, email anything about twice a year to keep the relationship warm.

Resume Bullet Points

March 20- June 20: Program Evaluation, Portland State University – Practicum in program evaluation at PSU.

- Used R and Markdown to create survey reports.
- Created impact and process evaluation plan for “Students First”, intended to help the most vulnerable 15% of PSU students. Results pending.
- Managed and analysed Material Needs Survey during COVID-19 pandemic. All students that asked for help received it.

Certificates

- Certified as a CITI Human Subjects Researcher Group 1.

Resume In General

- One page in reverse chronological order
- No cute fonts or formatting.

Name, Address, Phone

Name you want to be known by top center.

- Contact details right under name on one line.
- Local postal
- ONE phone number that you have 24/7 access to and is not your employer.
- Professional voice-mail

One email

- Make sure it looks like your name and not some random garp.
- No negative impressions.
- No LinkedIn, Facebook or website unless website is relevant

NO

- No Core Competencies
- No Career Summary
- No Section Headings

Each Job

Start Month Year – End Month Year: Title, Company Name - Responsibilities.

- Accomplishment 1
- Accomplishment 2

No need for complete sentences in responsibilities. Use past tense if not current.

Accomplishments

- Use numbers and details to show scope.
- Try Verb, Result, Method
- Accomplishments

Other

- No “interests”
- Volunteer work is a job if you have a title, responsibilities and accomplishments.
- Education:
 - Degree title, institution, graduation year.
 - College only.
- Certifications. This is where your CITI goes

KISS

- Mess with margins so it fits. One inch all around at most. Half an inch smallest.
- No tables
- Font Times New Roman.
- No color
- No spelling errors
- Consistent punctuation
- Accurate: Watch dates