

# 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