



Marshall University Syllabus

College of Liberal Arts

HerdWork Humanities

Course

HerdWork Humanities Ambassador Pathway (Non-Credit Program Requirement)

Course Description

The HerdWork Humanities Ambassador Pathway is an advanced, non-credit requirement for approved students completing a third or subsequent HerdWork Humanities internship after completing Humanities at Work in two previous semesters. It replaces repeating the full Humanities at Work curriculum while retaining selected shared career-readiness activities and all applicable internship, mentorship, reflection, Showcase, and program-completion requirements.

Ambassadors complete beginning- and end-of-semester NACE Career Readiness self-assessments; three internship reflection/check-ins; the 10-week From Contact to Connection series; the From Campus to Career module; a financial-literacy and tax assignment; an introductory discussion; and Ambassador outreach. They also complete the Showcase poster, presentation, and participation requirements and submit an Experience Portfolio and Reflection Paper. The Final Intern Reflection Paper and Experience Portfolio are submitted first to the faculty mentor for review and then to HerdWork Humanities by the program deadline.

The pathway recognizes that growth may come from the internship, mentorship, Humanities at Work, reflection, professional relationship-building, the Showcase, community engagement, the Ambassador role, or a combination of these experiences. Students identify and communicate which elements most influenced their own development.

Credits

Non-credit undergraduate program requirement. No academic credit is awarded for the Ambassador Pathway itself. It replaces repeated completion of the full Humanities at Work curriculum only; it does not replace site-based internship responsibilities, faculty mentor deliverables, Showcase requirements, or requirements associated with a separate departmental internship course.

Prerequisites

- Participation in a third or subsequent HerdWork Humanities internship.
- Successful completion of Humanities at Work during two previous semesters.
- Approval to participate in the Ambassador Pathway from HerdWork Humanities program leadership.

Term/Year

Fall 2026

Format (and Meeting Days/Times/Location)

This pathway uses the Asynchronous Online (AO) format with no required weekly synchronous class meeting. Work is completed through the HerdWork Humanities Blackboard organization. Students should expect regular weekly engagement because the pathway includes a 10-week professional relationship series, scheduled reflections, career-readiness modules, and culminating program requirements.

Ambassador outreach presentations may be delivered in person, synchronously online, or through an approved asynchronous format connected to a specific class or student audience. Remote students are not required to travel to campus for Ambassador outreach. Showcase participation follows the approved HerdWork Humanities format for the student; remote or recorded participation must be arranged in advance when applicable.

To learn more about Marshall University course formats, see Course Modalities for Students (URL: <https://www.marshall.edu/oec/course-modalities/>).

This pathway should be completed in one fall term. Fall 2026 Blackboard completion deadlines extend through Friday, December 11, 2026, as shown in the Pathway Calendar.

Academic Calendar

For official beginning, ending, add/drop, break, final-exam, and withdrawal dates, see the Marshall University Academic Calendar (URL: <https://www.marshall.edu/academic-calendar/>). The course schedule near the end of this syllabus lists the specific Ambassador Pathway deadlines.

Instructor

Kelli Crabtree, Internship Experience Director, HerdWork Humanities

Contact Information

- Office: Old Main 349
- Office Hours: Tuesdays 10:00am -11:00am via TEAMS ([Office Hours | Meeting-Join | Microsoft Teams](#)) or by appointment.
- Office Phone: 304-696-4720
- Marshall Email: Kelli.Crabtree@marshall.edu

Preferred Communication Method and Expected Response Time

Marshall email is the preferred communication method. I typically respond within 24 hours on weekdays. Messages received during evenings, weekends, or University holidays may be answered on the next business day. Communicate placement concerns, mentor questions, faculty-review delays, presentation cancellations, access barriers, or other difficulties as early as possible so that we can address them before a requirement becomes overdue.

About Me

I serve as the Internship Experience Director for HerdWork Humanities. I coordinate student onboarding, partner communication, program requirements, career-readiness learning, and support across the internship, mentorship, and broader program experience. In the Ambassador Pathway, my role is to support returning interns as they continue developing career readiness, complete shared program requirements, and

communicate an accurate and authentic account of what participation has meant for them.

Health and Safety Information

All members of the Marshall University community are expected to observe health and safety protocols at all times. This includes general health and safety protocols as well as specific protocols that might emerge in response to community and campus health conditions.

Campus Carry Policy

University Policy, UPGA-12 (Campus Carry Policy) derives its authority from West Virginia State law, including the Campus Self-defense Act (W. Va. Code § 18B-4-5b). It pertains to the exercise of Concealed Carry on Marshall University's campus, except in designated areas, by individuals with a valid permit to Conceal Carry.

Individuals who choose to Conceal Carry are responsible for knowing and understanding all applicable federal, state, and local laws and Marshall University Board of Governors Rules, University Policies, and Administrative Procedures. University Policy, UPGA-12 applies to areas of campus and buildings that are directly under the possession or control of Marshall University.

Concealed Handguns are not observable to others and must be holstered and concealed on the body of the permit holder or in a personal carrier, such as a backpack, purse, or other bag that remains under the exclusive and uninterrupted control of the permit holder. This includes wearing the personal carrier with a strap, carrying or holding the personal carrier, or setting the personal carrier next to or within your immediate reach at all times. If your participation in class activities impedes your ability to maintain constant control of your Handgun, please make alternate arrangements prior to coming to class.

Required and/or Recommended Texts and Materials

Required Texts and Materials

- Current HerdWork Humanities Intern Handbook. No textbook purchase is required.
- Materials posted in Blackboard
- Microsoft PowerPoint or another program that can produce an accessible slide deck in an approved format.
- Official HerdWork Humanities contact, application, website, or interest information supplied by the program for the final Ambassador presentation slide.

Recommended/Optional Texts and Materials

- Prior Humanities at Work reflections, assignments, Experience Portfolio materials, NACE self-assessment responses, and Showcase materials that may help you identify meaningful evidence from your participation.
- Site-approved photographs, work samples, or project artifacts. Permission and confidentiality requirements apply before any site-related material is shared.

Technology and Technical Skill Requirements

- Students must have reliable access to a computer, the Internet, a supported browser, Marshall email, and Blackboard.
- Students must be able to create, revise, and submit Word documents, PDFs, digital planning files, forms, and slide presentations using Microsoft 365 or approved

equivalents. Office 365 is available at no extra charge to enrolled Marshall students.

- Students must be able to use Blackboard assignments, discussions, forms, and course messages and to open assigned PDF readings.
- Students presenting virtually may need a webcam, microphone, and Microsoft Teams. Students submitting a recorded presentation must provide captions and an approved way for the identified audience to ask questions or obtain follow-up information.
- Slides, documents, planning tools, and recordings should be accessible, including readable text, meaningful image descriptions when needed, and captions for recorded speech.
- For recommended devices and software, see MUIT Recommendations and Computer Requirements (URL: <https://www.marshall.edu/it/recommendations/>).
- To check your browser, use the Blackboard Browser Checker and confirm that permissions and plug-ins are configured correctly.

Technology Assistance

If you have technical problems, contact one or more of the following:

- For assistance with Blackboard - including content access, videos, and submissions - email the Design Center at onlinelearning@marshall.edu.
- For assistance with Outlook, Microsoft, Adobe, devices, or other University technology, contact Marshall University Information Technology.

Course Purpose

The Ambassador Pathway supports the developmental transition from a returning intern who has completed the full Humanities at Work curriculum twice to an experienced participant who can continue building career readiness while taking on greater leadership, communication, reflection, and program-outreach responsibilities.

The pathway does not treat the internship as the only possible source of growth. Instead, it helps students examine how site work, mentorship, career-readiness learning, professional relationships, reflection, the Showcase, community engagement, the Ambassador role, and the interaction among these elements may contribute to confidence, skills, self-awareness, professional direction, and community impact.

Students will continue to consider the NACE Career Readiness competencies and the =HerdWork Humanities Power Skills and Values. Students also translate their experience into evidence they can carry into future employment, graduate education, civic participation, and professional relationships.

Course Objectives/Outcomes

Upon successful completion of the Ambassador Pathway, the student will be able to:

- Assess current career readiness at the beginning and end of the semester and identify evidence of growth, continuing strengths, and next areas for development across the eight NACE competencies.
- Reflect on internship participation at early, midpoint, and final stages and connect site work, mentorship, coursework, relationships, and other program experiences to learning and future direction.
- Initiate, develop, maintain, and thoughtfully carry forward professional relationships through the full 10-week From Contact to Connection series.
- Use technology, critical thinking, official resources, ethical judgment, and

appropriate professional channels to plan for post-college transitions and respond to workplace questions.

- Demonstrate practical financial literacy by explaining key features of the HerdWork payment, tax documentation, recordkeeping, and credible sources of tax-preparation assistance without disclosing private financial information.
- Create a Showcase poster, Showcase presentation or approved recording, Experience Portfolio, and Final Intern Reflection Paper that communicate contributions, learning, competencies, and transferable humanities skills.
- Create and deliver an accurate, accessible, experience-centered Ambassador presentation; identify and secure appropriate audiences; and reflect on audience questions and response.
- Represent the internship site and HerdWork Humanities accurately, ethically, and professionally while protecting confidential information and completing timekeeping, mentor, Handshake, and other program requirements.

Desired Learner Outcomes

The table below shows how the major student learning outcomes will be practiced and assessed in the Ambassador Pathway.

Course student learning outcomes	How students will practice each outcome	How achievement will be assessed
Evaluate career readiness and growth.	Complete beginning and end NACE self-assessments; review NACE Job Outlook 2026; identify a current strength, growth goal, and end-of-semester evidence.	Beginning and end NACE assessments and related Blackboard confirmations/reflection.
Reflect on the internship and broader program experience.	Use the Intern Guide, field notes, mentor conversations, and program experiences to examine learning at early, midpoint, and final stages.	First Intern Reflection and Check-In, Midpoint Intern Reflection and Check-In, and Final Intern Reflection Paper.
Build and sustain professional relationships.	Complete the 10-week From Contact to Connection sequence, practice communication and follow-up, create relationship artifacts, and plan how to stay connected.	Ten From Contact to Connection activities, including the final Professional Relationship Plan.
Navigate post-college and workplace decisions.	Compare technologies, create a transition planner, analyze workplace-rights scenarios, identify official resources, consider wellness, and plan next steps.	Three From Campus to Career activities.
Apply financial literacy to the HerdWork payment.	Review nonemployee compensation, tax forms, withholding, recordkeeping, and credible assistance while protecting private information.	Financial Literacy module and Financial Action Plan.
Translate experience into evidence for future use.	Collect artifacts, identify competencies and humanities skills, work with the faculty mentor, and prepare public-facing materials.	Showcase Poster, Showcase Presentation, Showcase participation, Experience Portfolio, and Final Intern Reflection Paper.
Lead accurate and authentic program outreach.	Develop an experience-centered deck, locate audiences, contact instructors/organizers, present to three audiences, and document what connected.	Ambassador Outreach Plan, approved slide deck, three outreach presentations and logs, and Ambassador Check-Out.
Demonstrate professional, ethical, and accountable participation.	Use the HerdWork Time Tracker, communicate with mentors and program leadership, protect confidentiality, meet deadlines, and submit institutional reporting.	Timekeeping and mentor participation, handbook agreement, required program submissions, and Handshake experience entry.

Course Structure

The Ambassador Pathway is organized as six connected strands that run alongside the student's internship placement and faculty-mentor work. These strands overlap; they are not isolated courses or separate programs.

1. Start-Up, Orientation, and Baseline: Review the syllabus, handbook, Intern Guide, Ambassador requirements, and NACE employer data; complete the Handbook Agreement, tax assignment, cohort introduction, and beginning NACE self-assessment.

2. Internship Reflection and Mentorship: Complete three reflection/check-ins across the semester; use mentor conversation, feedback, and field evidence to translate experience into insight and future direction.

3. From Contact to Connection: Complete the full 10-week professional relationship series from baseline reflection through a final plan for maintaining selected relationships.

Week 1: Baseline Relationship Reflection.

- Week 2: Emerging Professional Value Statement.
- Week 3: Professional Communication Observation.
- Week 4: Turning Weekly Learning Into Relationship Material.
- Week 5: Professional Ecosystem and Micro-Artifact.
- Week 6: Send One Activation Message.
- Week 7: Response Interpretation.
- Week 8: Two-Sentence Touchpoint.
- Week 9: Staying Connected.
- Week 10: Carry It Forward: Your Professional Relationship Plan.

4. From Campus to Career: Complete the technology and transition planner, workplace-rights decision activity, and module check-out using official resources, privacy protections, and human judgment.

5. Ambassador Leadership and Outreach: Create an original experience-centered presentation, receive Kelli's approval, find and schedule three outreach opportunities, present to at least two classes, document each engagement, and complete the Ambassador Check-Out.

6. Showcase and Final Synthesis: Prepare the Showcase poster and presentation, participate in the Showcase, complete the end NACE assessment, submit the Experience Portfolio and Final Intern Reflection Paper first to the faculty mentor and then to the program, and enter the internship in Handshake.

7. Ongoing Internship and Program Completion Requirements

- Participate fully in the internship placement and communicate with the site mentor, faculty mentor, and HerdWork Humanities leadership.
- Document internship hours through the HerdWork Time Tracker and meet the approved internship-hour expectation.
- Complete applicable mentor meetings, site or faculty assessments, and departmental internship requirements.
- Submit the HerdWork Humanities internship experience in Handshake by the published deadline.
- Complete any required revisions and respond to program communication before final completion status is recorded.

Relationship to Other HerdWork Humanities Requirements

HerdWork Humanities includes three connected but distinct layers:

- Site-based internship placement: the 12-week experience, site responsibilities, site mentorship, and documentation through the HerdWork Time Tracker.
- Faculty mentor or departmental internship-course requirements: discipline-specific reflection, academic connection, mentor meetings, and final materials required by the faculty mentor, whether or not academic credit is earned.
- Humanities at Work or Ambassador Pathway: broader humanities skills and values, NACE career readiness, professional communication, reflection, relationship-building, transition planning, and program outreach.

Completing the Ambassador Pathway replaces only a third or subsequent repetition of the full Humanities at Work curriculum. Ambassadors remain responsible for the selected shared learning listed in this syllabus and for all applicable site-based, faculty-mentor, Showcase, Experience Portfolio, assessment, reflection, timekeeping, and program-completion requirements.

Course Requirements

Ambassador Outreach and Leadership Requirements

Ambassador outreach is a distinct advanced responsibility within the larger pathway. The goal is to help other students understand what participation in HerdWork Humanities can make possible through an authentic account of the Ambassador's own experience.

Ambassador Outreach Plan: Identify possible classes, instructors, student organizations, events, or other approved Marshall student audiences; anticipated formats; approximate timing; and any support that may be needed. Ambassadors take the lead in finding and arranging opportunities. The program will help when needed after the student has made a reasonable effort or when access, scheduling, or faculty response becomes a barrier.

Approved Experience-Centered Slide Deck: Create an original 8-12 minute presentation that is approximately 80-90% personal experience and reflection. The presentation may address site work, mentorship, Humanities at Work, reflection, professional relationships, the Showcase, community engagement, or other program experiences that genuinely mattered. Factual program information must come from the current Intern Handbook or other approved materials. Submit the deck to Kelli by the published deadline and receive approval before presenting.

Three Outreach Presentations: Complete three approved presentations to three audiences. At least two must be class presentations. The third may be another class or an approved student organization, department event, information session, online student group, or other Marshall student audience. Remote formats are permitted as described in this syllabus.

Three Ambassador Outreach Logs: Complete a brief log after each presentation, documenting the audience, format, approximate reach, questions or concerns raised, the parts of the story that connected, and any follow-up needed. Submit logs promptly after presentations and no later than the final published deadline.

End-of-Semester Ambassador Check-Out: Reflect on audience response, questions and misconceptions, adaptation across audiences, what the Ambassador learned by communicating the program's impact, and recommendations for future outreach.

Course Policies

By participating in the Ambassador Pathway, you agree to the following course and program policies.

Attendance/Participation Policy

There are no required weekly class meetings. Check Marshall email and Blackboard regularly and communicate barriers early. Missing a required component may result in an Incomplete pathway status even when other work is strong.

Online Communication Expectations

Use Marshall email and professional communication practices when contacting Kelli, instructors, organizers, classmates, partner sites, faculty mentors, and prospective participants. Messages should include a clear subject, appropriate greeting, concise request, relevant dates or format options, and a professional closing. Acknowledge messages in a timely manner, follow up respectfully, and notify Kelli when communication difficulties may affect completion. Do not share confidential site information, personal information about community members, private financial information, or unpublished program information through email, slides, recordings, discussion spaces, or unapproved technology platforms.

Grading Policy

Grading Scale

The Ambassador Pathway is non-credit and does not produce an official University letter grade. Final status is recorded for HerdWork Humanities program purposes as Complete or Incomplete. Individual Blackboard assignments may display points, rubrics, or completion markers to provide feedback, but the pathway is not completed by earning a percentage while leaving required work unfinished.

Complete: All essential requirements have been submitted satisfactorily, required revisions have been completed, the three Ambassador presentations include at least two class presentations, the Showcase and final materials are complete, and the student has fulfilled applicable internship, mentor, timekeeping, NACE assessment, reflection, From Contact to Connection, From Campus to Career, financial-literacy, portfolio, Handshake, and program responsibilities.

Incomplete: One or more essential requirements are missing, not approved, or not satisfactorily revised by the final deadline. Because this is a non-credit program pathway, an official University grade of Incomplete is not issued; any alternate program completion plan must be approved in writing by HerdWork Humanities leadership in exceptional circumstances.

Midterm Progress Status

Because this is a non-credit program pathway, no official University midterm grade is issued.

Late Work Policy

The assignments are sequenced, and several later requirements depend on timely completion of earlier work. Contact Kelli before a deadline when illness, emergency,

accessibility needs, instructor nonresponse, presentation cancellation, faculty-mentor review timing, or another barrier affects progress. A canceled outreach engagement may be rescheduled or replaced without penalty when the Ambassador communicates promptly and makes a reasonable effort. Faculty mentors may establish earlier deadlines for the Experience Portfolio and Final Intern Reflection Paper so that review can occur before the December 6 program deadline. Unless an alternative is approved in writing, all remaining pathway work must be complete by December 11, 2026.

Anticipated Response Time for Grading and Feedback

Feedback on major assignments will typically be provided within five business days. Slide review may be prioritized according to a scheduled outreach presentation date, but students remain responsible for submitting the deck by the published deadline and before first use. Faculty-mentor feedback follows the timeline established by the individual mentor. Email responses are typically provided within 24 hours on weekdays.

Generative Artificial Intelligence (AI) Policy for Use in This Course

Assignment-specific instructions govern generative AI use. The Ambassador Pathway depends on authentic self-assessment, reflection, professional communication, and the student's own account of experience. Generative AI may not be used to complete NACE self-assessments; invent or substantially replace introduction posts, reflection check-ins, final reflections, professional relationship experiences, outreach logs, audience observations, impact claims, accomplishments, quotations, or mentor interactions; or fabricate program, site, audience, or outcome information.

Limited AI use may be permitted for brainstorming after the student has generated original notes, proofreading language the student has written, improving organization or accessibility, comparing formats, or generating practice questions. The From Campus to Career module permits AI for brainstorming, organization, or formatting only as described in the module; AI is not an authoritative legal, financial, medical, insurance, tax, or workplace-policy source. Students must use the assigned official sources and exercise human judgment.

Students must verify all factual HerdWork Humanities information against the current Intern Handbook or materials approved by Kelli. Do not upload confidential work products, client or community information, internal data, personnel information, private financial information, tax documents, medical information, or restricted site materials to an AI system. Any substantial permitted assistance must be disclosed in the manner described in the assignment instructions and cited when appropriate. Generative AI may not be used in any way that violates the Student Code of Conduct (URL: <https://www.marshall.edu/student-conduct/>). For information on citing AI, see MU Library's citation guidance (URL: <https://libguides.marshall.edu/plagiarism-AI/cite/>). If there is ambiguity, ask Kelli before submitting the work.

University Policies

By participating in this pathway, you agree to the University Policies. Read the full text of each policy listed below by going to MU Academic Affairs: University Policies (URL: <https://www.marshall.edu/academic-affairs/policies/>).

- Academic Dishonesty Policy
- Academic Dismissal Policy
- Academic Forgiveness Policy
- Academic Probation and Suspension Policy

- Affirmative Action Policy
- Pre-Finals Week Policy
- D/F Repeat Rule
- Excused Absence Policy for Undergraduates
- Inclement Weather Policy
- Sexual Harassment Policy - Title IX prohibits the harassment of students based on sex, which includes pregnancy, childbirth, and related conditions. Students will not be penalized for taking medically necessary leave related to pregnancy, childbirth, or related conditions. Marshall's Title IX Office may be contacted at TitleIX@marshall.edu.
- Students with Disabilities (Policies and Procedures)
- University Computing Services' Acceptable Use Policy

Students with Disabilities

For University policies and procedures for obtaining services, go to MU Academic Affairs: University Policies and read the section titled Students with Disabilities (URL: <https://www.marshall.edu/academic-affairs/policies/>).

Marshall University E-Mail Accounts

You must have and use your MU email account. Personal email accounts will not be used for official communication with Marshall University programs and personnel. You may redirect your MU email to a personal account, but you must sign in to your MU account to do that. Marshall University uses Office 365 email. For more information, visit Marshall IT: Office 365 (URL: <https://www.marshall.edu/it/microsoft365/>).

Course Schedule

The schedule below reflects the Fall 2026 Pathway Calendar. All Blackboard deadlines are 11:59 p.m. Eastern unless another time is listed. Ambassador outreach presentations are scheduled individually throughout the semester; the slide deck must be approved before first use, and each log should be completed promptly after its presentation. Faculty mentors may set earlier deadlines for the Experience Portfolio and Final Intern Reflection Paper so that review occurs before the program submission deadline.

Date/Window	Activity or Assignment	Completion Evidence	Due
Throughout term	Internship, mentorship, and professional participation	Complete approved site work; maintain HerdWork Time Tracker; communicate with site mentor, faculty mentor, and program; complete applicable mentor/site assessments.	Ongoing
By Aug. 30	Start Here readings and Handbook Agreement	Review syllabus, current Intern Handbook, HerdWork Humanities requirements, and Intern Guide; submit Handbook Agreement.	Aug. 30
By Aug. 30	Financial Literacy: HerdWork Payment and Tax Responsibilities	Complete module and Financial Action Plan; do not submit private tax or financial information.	Aug. 30
By Aug. 30	Ambassador Pathway Cohort Introduction: What I Bring Forward - initial post	Submit the required video introduction as an experienced HerdWork participant.	Aug. 30
Early in the term	NACE Job Outlook 2026 reading	Review assigned sections/charts on career readiness, skills-based hiring, internships, experiential learning, and demonstrating skills.	See Blackboard
By Sept. 6	NACE Career Readiness Assessment - Beginning of Semester	Complete self-assessment and brief Blackboard confirmation identifying one strength and one growth area.	Sept. 6
By Sept. 6	Ambassador Pathway Cohort Introduction - cohort response	Respond substantively to the assigned cohort member(s) or discussion prompt.	Sept. 6
Week ending Sept. 13	From Contact to Connection 1: Baseline Relationship Reflection	Complete the first activity in the 10-week series.	Sept. 13
Week ending Sept. 13	Ambassador Outreach Plan	Identify possible audiences, contacts, formats, timeline, and support needs.	Sept. 13
Week ending Sept. 20	From Contact to Connection 2: Emerging Professional Value Statement	Complete the second activity in the 10-week series.	Sept. 20
Week ending Sept. 20	Ambassador Slide Deck	Submit original experience-centered slides to Kelli; revisions and approval required before presenting.	Sept. 20
Week ending Sept. 27	From Contact to Connection 3: Professional Communication Observation	Complete the third activity in the 10-week series.	Sept. 27
Sept. 30	First Intern Reflection and Check-In	Reflect on the early internship and broader program experience; communicate support needs and next steps.	Sept. 30
Week ending Oct. 4	From Contact to Connection 4: Turning Weekly Learning Into Relationship Material	Complete the fourth activity in the 10-week series.	Oct. 4
Week ending Oct. 11	From Contact to Connection 5: Professional Ecosystem and Micro-Artifact	Complete the fifth activity in the 10-week series.	Oct. 11
Week ending Oct. 18	From Contact to Connection 6: Send One Activation Message	Complete the sixth activity in the 10-week series.	Oct. 18
Week ending Oct. 25	From Contact to Connection 7: Response Interpretation	Complete the seventh activity in the 10-week series.	Oct. 25
Oct. 28	Midpoint Intern Reflection and Check-In	Reflect on progress, contribution, challenges, mentorship, competency development, and the plan for the second half.	Oct. 28
Week ending Nov. 1	From Contact to Connection 8: Two-Sentence Touchpoint	Complete the eighth activity in the 10-week series.	Nov. 1
Week ending Nov. 8	From Contact to Connection 9: Staying Connected	Complete the ninth activity in the 10-week series.	Nov. 8

Date/Window	Activity or Assignment	Completion Evidence	Due
Week ending Nov. 15	From Contact to Connection 10: Carry It Forward - Your Professional Relationship Plan	Complete the culminating relationship plan.	Nov. 15
Week ending Nov. 15	From Campus to Career - Activity 1	Digital Post-College Transition Planner.	Nov. 15
Week ending Nov. 15	From Campus to Career - Activity 2	Workplace Rights: Recognize, Document, and Use the Right Channel.	Nov. 15
Week ending Nov. 15	From Campus to Career - Activity 3	From Plan to Practice - What Will You Carry Forward?	Nov. 15
Nov. 19	Showcase Poster	Submit final poster in the required format.	Nov. 19
Nov. 30	Showcase Presentation	Submit final presentation or approved recording in the required format. This is separate from Ambassador outreach presentations.	Nov. 30
Dec. 4	HerdWork Humanities Showcase	Participate in the approved format. The Pathway Calendar lists Foundation Hall and a 4:30 p.m. start; confirm the posted end time in Blackboard.	Dec. 4
By Dec. 6	NACE Career Readiness Assessment - End of Semester	Complete final self-assessment and required comparison/reflection.	Dec. 6
By faculty mentor deadline; final program submission Dec. 6	Final Intern Reflection Paper	Submit first to faculty mentor; incorporate required feedback; submit final version to HerdWork Humanities.	Dec. 6
By faculty mentor deadline; final program submission Dec. 6	Experience Portfolio	Submit first to faculty mentor; incorporate required feedback; submit final version to HerdWork Humanities.	Dec. 6
By Dec. 6	Submit HerdWork Humanities Internship Experience in Handshake	Complete the full HerdWork Humanities Experience entry in Handshake.	Dec. 6
Scheduled throughout term; final submission by Dec. 11	Ambassador Outreach Presentation 1 and Log	Present to an approved audience and complete the associated Outreach Log.	Dec. 11 final deadline
Scheduled throughout term; final submission by Dec. 11	Ambassador Outreach Presentation 2 and Log	Present to an approved audience and complete the associated Outreach Log.	Dec. 11 final deadline
Scheduled throughout term; final submission by Dec. 11	Ambassador Outreach Presentation 3 and Log	Present to an approved audience and complete the associated Outreach Log; at least two of the three presentations must be to classes.	Dec. 11 final deadline
Dec. 11	End-of-Semester Ambassador Check-Out	Reflect on audience response, adaptation, learning, and recommendations for future Ambassador outreach.	Dec. 11