

University Libraries Badge Proposal Form

This application form is for microcredential and badging projects to be offered by Rutgers University Libraries. The library approval process works in conjunction with other microcredential and badging initiatives at Rutgers. A directory of these initiatives with contact information for badge approvers can be found on <https://academicaffairs.rutgers.edu/microcredentialing-and-digital-badging>

In order to be eligible for the Rutgers University Libraries badging process, the microcredential or badge must be able to be earned by library users on multiple campuses. Badges can be offered to Rutgers affiliates or members of the public and must be offered at no cost. For campus-specific projects, coordinators should work with their campus microcredential and badging process.

Prospective microcredential and badge coordinators should prepare a brief written statement to be submitted with their proposal form which includes the following information:

- The anticipated target audience for the microcredential or digital badge; for example will the badge be offered to a specific group (e.g. Endnote users) or more broadly to library users or members of the public.
 - How will you make the target audience aware of the digital badge?
- The scope, purpose, and goals of the microcredential or badge for earners. Please discuss whether the digital badge or microcredential is:
 - Designed for competencies within Rutgers (academic) or meant to be used for future employment (professional) or another purpose.
 - Permanently awarded or time limited, and if time limited, the approximate expiration date and whether the digital badge is renewable.
 - Standalone or part of a series.
 - Awarded in perpetuity or time limited.
- An assessment and outcomes plan for the microcredential or digital badge which includes:
 - The learning goals and the expected learning outcomes for the student/participant in the badging program. Please include the skills, knowledge, or experience objectives the awardee must achieve and how this will be evaluated when awarding the badge or microcredential. How will you know that learners have reached the expected outcome? How will achievement of the stated learning outcomes be measured?
 - Whether the badge is competency (practice)-based, awarded for the development of certain knowledge or a demonstrable skill, or activity (participation-based, awarded for gaining experience in an activity or area.
- A management and work plan for assessing completion and awarding the microcredential or digital badge to be administered by the project coordinator or coordinating team. If the project coordinator is a single individual rather than a group, please include a succession and coverage plan for the badge in case of changes to availability.
- A draft badge design that aligns with the RUL Microcredentials and Badging branding and University templates.

This form will be reviewed by the RUL Microcredentials and Badging Group and ultimately approved by the Libraries Leadership Team. We highly encourage you to share this proposal and plan with your campus director or AUL prior to submission to the group. If you have any questions about the process, please do not hesitate to reach out.

RUL Microcredential and Digital Badge Proposal Form

Please submit the written statement outlined above along with this form to rul_badges@libraries.rutgers.edu. Any questions can be sent to rul_badges@libraries.rutgers.edu.

	Description	
Name of digital badge:		
Short description for platform page (150 words or fewer):		
Submitted by (person or group):		
Contact information:		
Submittal date:		
Modality (e.g., online, in-person, synchronous, asynchronous, hybrid):		
Skills keywords:		
Expertise level (e.g. beginner, intermediate, advanced):		
Permanently awarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, approximate expiration (years or specific date)		
If no, renewable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No