

# ON TRACK ONLINE

with Arkansas Tech University.™



## ONLINE Road Map

Please visit [www.atu.edu/ontrack](http://www.atu.edu/ontrack) for the most up to date version.

# On Track: Online Edition

## What is On Track?

On Track is a co-curricular experience designed to enhance student development beyond the classroom setting, encourage students to network socially among peers, and to include students in traditional and signature university events. Each semester, a map of events and activities will be available to students categorized by interests at [www.atu.edu/ontrack](http://www.atu.edu/ontrack).

The online edition of On Track for online students will offer the following tracks:



**Advance to Career ONLINE** is designed to navigate students further down the road to success. This track will hone students' skills through career-focused programming. The goal of Advance to Career is to utilize the student involvement experience to articulate the abilities and skills that students have gained and teach them to express those qualifications to potential employers.



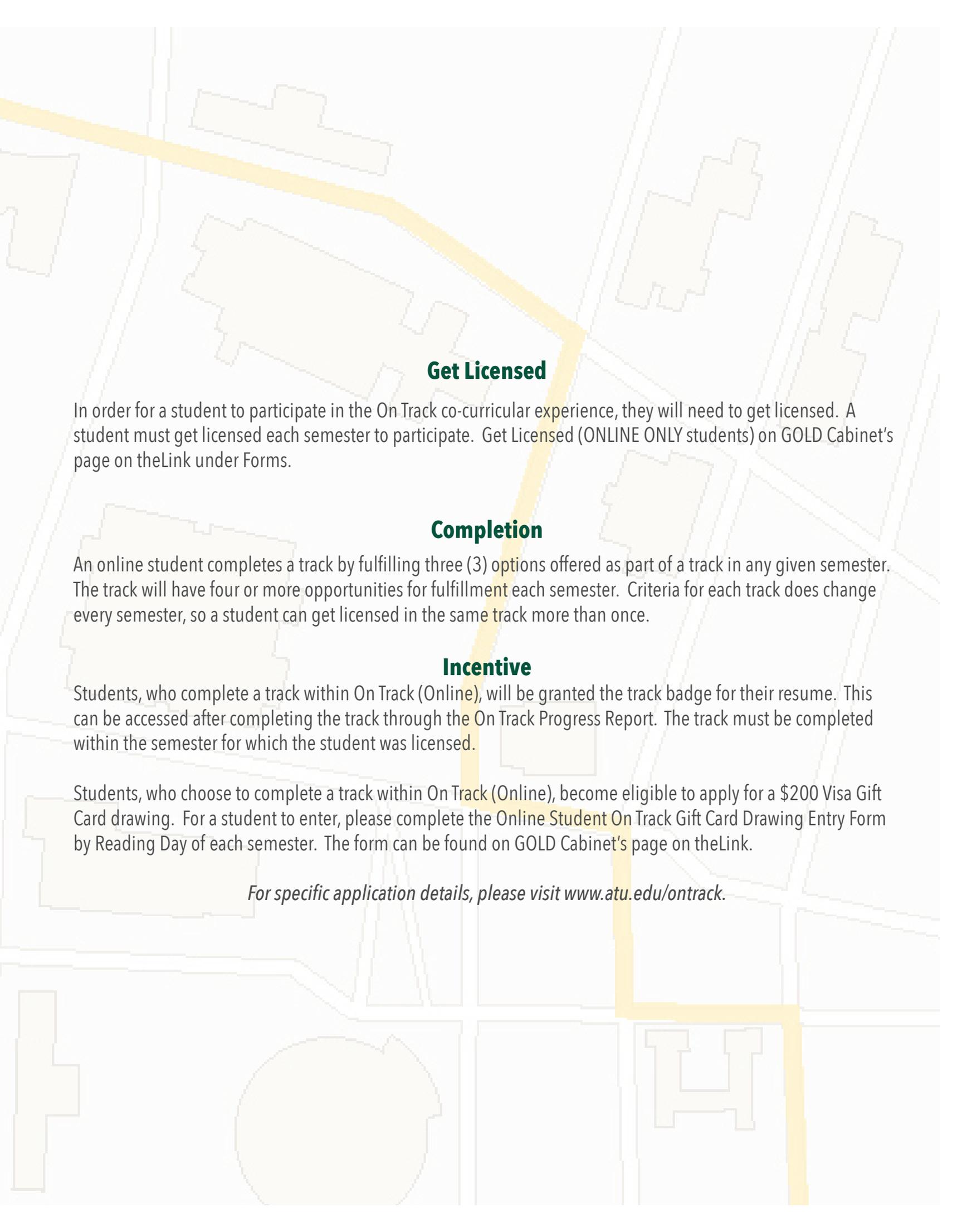
**Aspiring Leader ONLINE** is developed specifically for beginning leaders. The purpose of Aspiring Leader is to help develop foundational leadership and social skills for the ensuing years of collegiate life.



**Global Focus ONLINE** is designed to expose students to a variety of situations and topics that they may encounter or be affected by as a member of a global population. Global Focus will offer programs that allow students to grow into more intelligent and aware individuals.



**Graduate Scholar ONLINE** is designed to engage graduate students on campus and to encourage scholarly development as well as provide opportunities for professional development.

A stylized map of a campus with various building footprints in light beige and a prominent yellow path that winds through the center. The path starts from the top left, goes right, then down, then right again, and finally down towards the bottom right corner.

## **Get Licensed**

In order for a student to participate in the On Track co-curricular experience, they will need to get licensed. A student must get licensed each semester to participate. Get Licensed (ONLINE ONLY students) on GOLD Cabinet's page on theLink under Forms.

## **Completion**

An online student completes a track by fulfilling three (3) options offered as part of a track in any given semester. The track will have four or more opportunities for fulfillment each semester. Criteria for each track does change every semester, so a student can get licensed in the same track more than once.

## **Incentive**

Students, who complete a track within On Track (Online), will be granted the track badge for their resume. This can be accessed after completing the track through the On Track Progress Report. The track must be completed within the semester for which the student was licensed.

Students, who choose to complete a track within On Track (Online), become eligible to apply for a \$200 Visa Gift Card drawing. For a student to enter, please complete the Online Student On Track Gift Card Drawing Entry Form by Reading Day of each semester. The form can be found on GOLD Cabinet's page on theLink.

*For specific application details, please visit [www.atu.edu/ontrack](http://www.atu.edu/ontrack).*

# How to Complete a Track

## To complete a track:

- ✓ **Step 1:** Student should watch theLink/On Track how-to video found here: [www.atu.edu/ontrack](http://www.atu.edu/ontrack).
- ✓ **Step 2:** Student must get licensed on theLink at [thelink.atu.edu](http://thelink.atu.edu).
- ✓ **Step 3:** After licensing form is approved, the student must attend/watch videos of three (3) items on the track(s) and self-report their completion on the item page on theLink to ensure completion.
- ✓ **Step 4:** Student must answer reflection question on theLink for each event.
- ✓ **Step 5:** Student must complete the Post Test on theLink after completing three (3) items.

\*Getting licensed, completing reflection questions, and submitting the post test, should take no more than 15 minutes.

## To get licensed:

In order for a student to participate in the On Track co-curricular experience, they will need to get licensed. The Road Map can be viewed at [www.atu.edu/ontrack](http://www.atu.edu/ontrack). Students must get licensed each semester to participate.

- ✓ **Step 1:** Go to [thelink.atu.edu](http://thelink.atu.edu) and click Sign In.
- ✓ **Step 2:** Sign in with your OneTech username and password.
- ✓ **Step 3:** Click on the Get Licensed (Online Students) link in the yellow alert box on the homepage and complete the form.

Once you have been granted a license for the track(s) you requested, you will notice a Path section on your home page in the lower right part of your screen when you sign in to your account on theLink.

## How to check your progress:

- ✓ **Step 1:** Go to [thelink.atu.edu](http://thelink.atu.edu) and click Sign In.
- ✓ **Step 2:** Sign in with your OneTech username and password.
- ✓ **Step 3:** Look at the Path section in the lower right part of the home page. Click on the path you would like to see.  
(The Paths page is a progress log that identifies which items have been completed and credited to a student's account. The map will also display items that have not been completed and the fulfillment details of each item.)
- ✓ **Step 4:** You are now on your Paths page. Select the track you wish to see from the drop down menu. The progress for this track will be displayed.
- ✓ **Step 5:** Click the gray bar with the name of your track to expand the information. The options to fulfill the track requirements are listed.
  - To learn how to fulfill that item, click on it and view the Fulfillment Options.
- ✓ **Step 6:** Answer any reflection questions for the item(s) you have completed. Items requiring reflection questions will have an orange exclamation point. Click on the icon. Click on Additional Information Required. Answer the question and click Submit. The item will now have a green check mark.
- ✓ **Step 7:** After completing three (3) items and answering the reflection questions, complete the Post Test. Click on the item that is marked Required. A link to a form will be displayed. Complete the form. This information will be processed by Campus Life, and credit will be issued within three (3) business days.
- ✓ **Step 8:** Click Print View to see your On Track Progress Report (path report) for the selected track. You can print or save as a pdf.

# Frequently Asked Questions

## 1. How do I enroll?

We call it Get Licensed. To Get Licensed, you will need to go to [thelink.atu.edu](http://thelink.atu.edu) and Sign In with your OneTech username and password. Click on the Get Licensed link in the yellow alert box on the home page, and complete the form.

## 2. How do I answer reflection questions?

Scroll down on your homepage on theLink. You will see a section that says Paths. Click on the path you are trying to complete. The progress for this track will be displayed. Click the gray bar with the name of your track to expand the information. The options to fulfill the track requirements are listed. Answer any reflection questions for the event(s) you have attended. Items requiring reflection questions will have an orange exclamation point. Click on the icon. Click on Additional Information Required. Answer the question and click Submit. The item will now have a green check mark.

## 3. How do I get to the post test?

To answer the post test, you will locate the item that says Track Name-Post Test- Current Semester on your Paths page. Click on the item that is marked Required. A link to a form will be displayed. Complete the form. This information will be processed by Campus Life, and credit will be issued within three (3) business days.

## 4. How do I see my progress?

Go to [thelink.atu.edu](http://thelink.atu.edu) and click Sign In. Sign in with your OneTech username and password. Look at the Paths section in the lower right of the home page. You are now on your Paths page. Select the track you wish to see from the drop down menu. The progress for this track will be displayed. Click Print View to see your Progress Report for the selected track.

## 5. Can I print off my On Track Progress Report (Path report)?

You can print or email your On Track Progress Report (path report) by clicking Print View on your Paths page.

## 6. I attended an event, and it isn't showing up on my Paths page on theLink. How do I get credit?

Contact Campus Life. The Campus Life staff can adjust attendance as needed.

## 7. How do I enter my name into the drawing for the \$200 Visa gift card?

For a student to enter, please complete the Online Student On Track Gift Card Drawing Entry Form by Reading Day of each semester. The form can be found on GOLD Cabinet's page on theLink.

## 8. If I am having issues, who can I contact?

You can come visit us in Doc Bryan Suite 233, call us at 479.968.0276, or email all questions, comments, concerns to [campuslife@atu.edu](mailto:campuslife@atu.edu).

***Still have a question? Contact Campus Life at 479.968.0276 or [campuslife@atu.edu](mailto:campuslife@atu.edu).***



# ON TRACK

ADVANCE TO CAREER

# ONLINE

A

## Build A Resume

What's it about? Watch this session to learn tips and tricks for building or editing your resume.

Sponsor: Norman Career Services

B

## Benefits Workshop

What's it about? Watch this session to learn about the different types of benefits an employer can offer.

Sponsor: Norman Career Services

C

## Professional Attire

What's it about? Norman Career Services will host a workshop on appropriate attire for interviews, career fairs, networking events, and even business dinners.

Sponsor: Norman Career Services

D

## Salary Negotiation

What's it about? Watch this session to learn more about how to advocate for yourself and research comparable market salaries for a position in any industry.

Sponsor: Norman Career Services

E

## Interview Skills

What's it about? Prepare for an interview by learning possible questions and how to address tough issues by watching this video.

Sponsor: Norman Career Services

F

## Career Fairs: Before & After

What's it about? This video will show you how to prepare for and follow-up on business related events.

Sponsor: Norman Career Services

G

## Job Search Strategies

What's it about? Still haven't found what you're looking for? Leave no stone unturned. Watch this video to discover some untapped resources for job seekers.

Sponsor: Norman Career Services



## Mock Interview

**What's it about?** Interview with Norman Career Services Career Counselor and receive immediate feedback on your performance. We offer private appointments via phone or Skype video conference. If you intend to use Skype, please set up a Skype.com account and test your audio and video settings prior to the appointment.

**To set a meeting time,** login to [atu.joinhandshake.com](http://atu.joinhandshake.com) and request a practice interview. Be sure to indicate that you would like On Track credit for the appointment and tell the staff either the phone number or Skype username where you can be reached at the chosen time.

**Expectations For Mock Interviews:** you will need to email a job description to [mdiffey1@atu.edu](mailto:mdiffey1@atu.edu) to use as an example for the practice interview questions. When getting ready for the meeting, be sure to find a calm, professional environment. For phone interviews, this will need to be a quiet room without background noise and a phone with good reception. For Skype interviews, you will need to dress in business professional attire in preparation for a real interview and place your webcam in a clean space without distraction on the walls behind you. These meetings can take as much as 60 minutes, so be sure that you plan ahead for the time commitment.

After completing your mock interview, the Career Services staff member will mark your attendance. After your attendance is marked, be sure to complete your reflection question on your curriculums page.

**Sponsor:** Norman Career Services



## Resume/Cover Letter Critiques

**What's it about?** Have your material checked by a pro!

We offer private appointments via phone or Skype video conference. If you intend to use Skype, please set up a Skype.com account and test your audio and video settings prior to the appointment.

**To set a meeting time,** login to [atu.joinhandshake.com](http://atu.joinhandshake.com) and request a resume critique. Be sure to indicate that you would like On Track credit for the appointment and tell the staff either the phone number or Skype username where you can be reached at the chosen time.

**Expectations For Resume/Cover Letter Critiques:** you will need to submit your documents to CAREERlink 24 hours prior to your appointment time with a staff member. Follow the instructions provided to activate your CAREERlink account through OneTech and upload both your resume and cover letter for review. Instructions can be found [here](#).

These appointments typically take 30 minutes, but please plan for an hour so that the conversation is not cut short.

After completing your resume/cover letter critique, the Career Services staff member will mark your attendance. After your attendance is marked, be sure to complete your reflection question on your curriculums page.

**Sponsor:** Norman Career Services

### Advance to Career Online Learning Outcomes:

- Students will be able to list professional manners, behaviors, and expectations.
- Students will be able to build and develop a network of peers and professionals.
- Students will be able to relate how their knowledge within a field of study connects to current and future experiences.



# ON TRACK

ASPIRING LEADER

# ONLINE

A

## Leadership Lessons from Leslie Knope

**What's it about?** Based on the television show Parks and Recreation, this video will work through some of the best leadership lessons from Leslie Knope. Watch this video to learn how you can make a positive impact in your community through teamwork, values, persistence, and a positive attitude.

**Sponsor:** Campus Life

B

## The Power of Vulnerability

**What's it about?** This session centers around a TEDTalk given by Brené Brown, who studies human connection – our ability to empathize, belong, love. In a poignant, funny talk, she shares a deep insight from her research, one that sent her on a personal quest to know herself as well as to understand humanity. This TEDTalk session will touch on how the power of vulnerability can open up doors of possibility for you as a leader. Vulnerability can allow you to be honest with yourself, be honest with others, and create relationships that can leave a positive impact in the world around you.

**Sponsor:** Campus Life

C

## Diversity in Leadership

**What's it about?** Come learn how race, gender, age, and religion play a role in socialization and impact your interactions with others. This is an interactive program that allows you to look at your own experiences from a different perspective.

**Sponsor:** Campus Life

**D**

### Start with Why

**What's it about?** Simon Sinek has a simple but powerful model for inspirational leadership all starting with a golden circle and the question "Why?" He explores how leaders can inspire cooperation, trust and change. During this session, participants will watch clips of Sinek's TEDTalk, discuss the golden circle, and find their own WHY.

Sponsor: Campus Life

**E**

### Leaders Eat Last

**What's it about?** What makes a great leader? Management theorist Simon Sinek suggests, it's someone who makes their employees feel secure, who draws staffers into a circle of trust. But, creating trust and safety means taking on big responsibility. Watch this video to learn how to create a culture of safety, belonging, and value for a thriving organization.

Sponsor: Campus Life

**F**

### True Colors

**What's it about?** Do you know how your personality impacts your leadership? Watch this video to learn how you can make the most out of your personality traits and how you can work with others.

Sponsor: Campus Life

#### **Aspiring Leader Online Learning Outcomes:**

- Students will be able to identify the methods and techniques of leadership.
- Students will be able to effectively communicate their personal definition of leadership.
- Students will discover an awareness of self and others and how these differences impact leadership and group dynamics



# ON TRACK

GLOBAL FOCUS

# ONLINE

**A**

## Diversity 101

**What's it about?** What's the difference between equality and equity? Watch this video to learn the difference as well as explore how you can support diversity and inclusion.

**Sponsor:** Diversity & Inclusion

**B**

## Intentions vs. Impacts

**What's it about?** This video discusses how individuals deal with micro-aggressions by teaching tools to consider other perspectives and learn how to move forward in a more inclusive manner.

**Sponsor:** Diversity & Inclusion

**C**

## LGBTQ Safe Zone Ally Mini-Training

**What's it about?** This video is a mini-training for students who seek to provide safe space for LGBTQ persons.

**Sponsor:** Diversity & Inclusion

**D**

## Tech Talk Diversity Series

**What's it about?** This video discusses the Tech Talk forum events, and how these talks benefit the campus community.

**Sponsor:** Diversity & Inclusion





# ON TRACK

GRADUATE SCHOLAR

# ONLINE

## Graduate Students Only

A

### Research Papers 101

What's it about? Learn the essential elements for a strong research paper, including how to begin and organize strong writing, how to cite sources appropriately, and how to avoid plagiarism.

Sponsor: Student Success

B

### Learning to Relax Under Pressure

What's it about? Learning to manage the symptoms of stress is a life skill that can be cultivated with practice. An overview of the symptoms of stress, a three prong technique for effectively addressing stress and an exercise to practice the techniques on your own will be provided. The presentation will conclude with an opportunity to experience a guided relaxation.

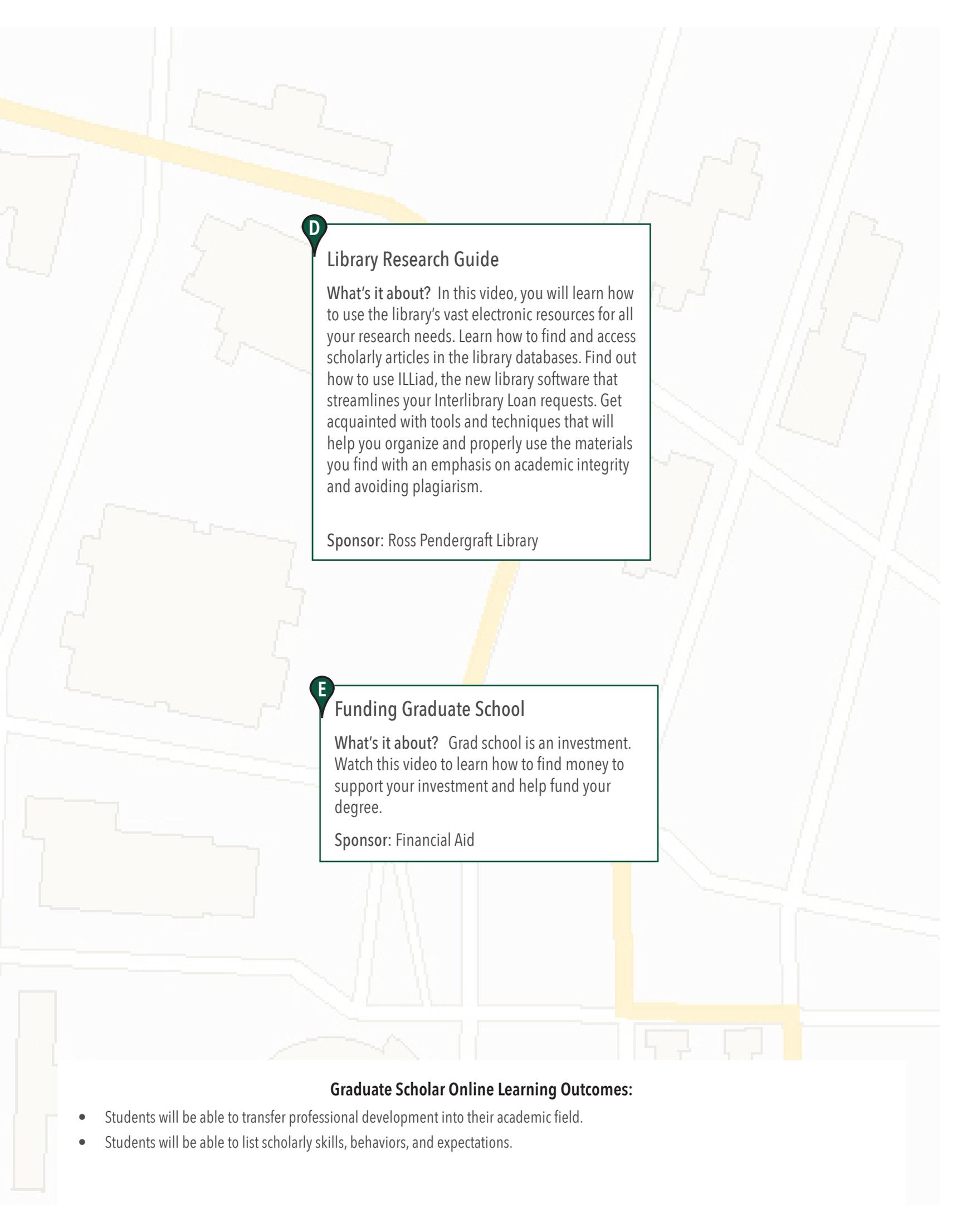
Sponsor: Dept. of College Student Personnel

C

### Graduate Capstone Preparation

What's it about? This video is designed to provide guidance, recommendations, and support to graduate students as they prepare for writing a thesis or begin studying for a comprehensive exam. All graduate majors are welcome to watch.

Sponsor: Graduate College



D

### Library Research Guide

**What's it about?** In this video, you will learn how to use the library's vast electronic resources for all your research needs. Learn how to find and access scholarly articles in the library databases. Find out how to use ILLiad, the new library software that streamlines your Interlibrary Loan requests. Get acquainted with tools and techniques that will help you organize and properly use the materials you find with an emphasis on academic integrity and avoiding plagiarism.

Sponsor: Ross Pendergraft Library

E

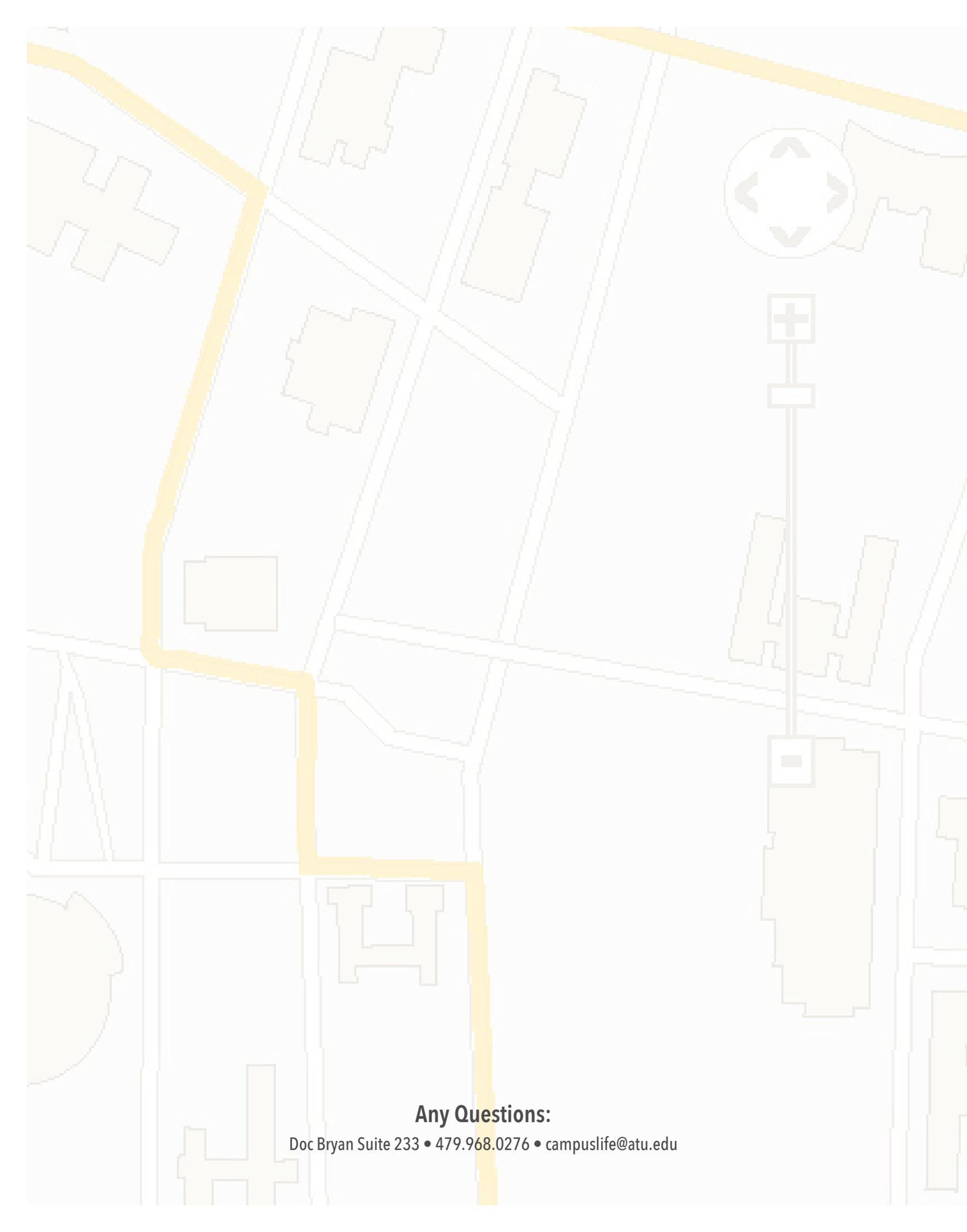
### Funding Graduate School

**What's it about?** Grad school is an investment. Watch this video to learn how to find money to support your investment and help fund your degree.

Sponsor: Financial Aid

#### **Graduate Scholar Online Learning Outcomes:**

- Students will be able to transfer professional development into their academic field.
- Students will be able to list scholarly skills, behaviors, and expectations.



**Any Questions:**

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