



# CPP DIGITAL BADGING GUIDE

Faculty and Staff Edition

# WELCOME TO DIGITAL BADGING AT CAL POLY POMONA

Digital badges at Cal Poly Pomona are portable, verifiable micro-credentials that capture student learning, achievement, and engagement—both inside and outside the classroom. They not only celebrate accomplishments but also showcase the real-world skills students develop through the CPP Polytechnic Experience.

Badges provide more than recognition—they serve as evidence of growth, guiding students to reflect, share, and tell their stories. Whether featured on LinkedIn, Handshake, or e-portfolios, badges connect experiential learning with career readiness, helping employers and graduate programs clearly see the competencies our students bring to the table.

At CPP, digital badging reflects our mission as an inclusive polytechnic university. These credentials recognize hands-on learning, reinforce the value of applied knowledge, and align with our culture of care. They inspire students to engage deeply, take ownership of their learning journey, and communicate their skills with confidence.

This guide is designed to help faculty and staff understand the purpose of digital badges, explore badge types, and implement strategies that align with student success. By using digital badging, we can elevate how we document skills, motivate learners, and bring visibility to the transformative impact of the CPP experience.





# CPP DIGITAL BADGE TYPES

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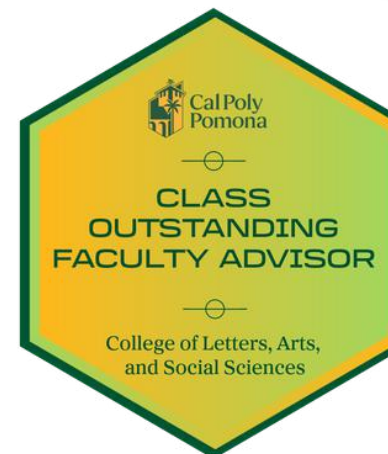
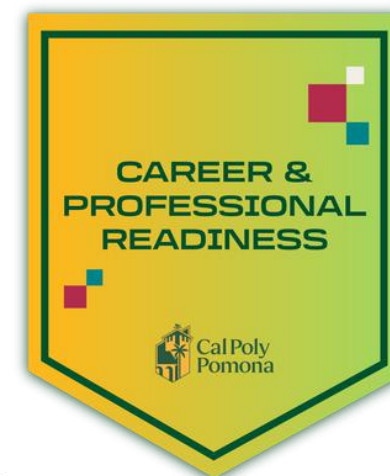
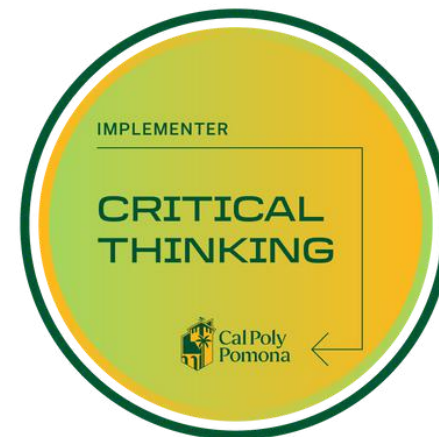
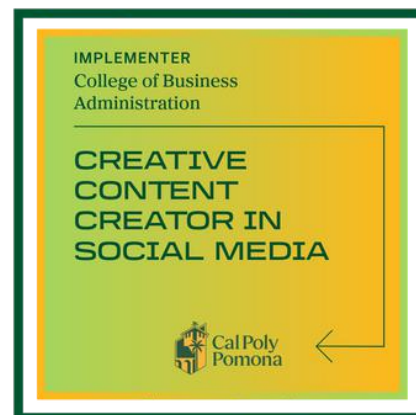
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# UNDERSTANDING THE FIVE BADGE TYPES

At Cal Poly Pomona, digital badges represent meaningful learning and achievement. Each badge type aligns with our inclusive polytechnic values and supports students in articulating their skills and experiences to the world.

## CPP Badge Types:

- Program
- Competency
- Element
- Committee
- Award



# PROGRAM BADGE

Awarded by specific programs, colleges, departments, or student organizations to recognize progress along a learning pathway or the completion of key milestones. While they follow standard design and verification protocols, the badge criteria are tailored to each program's unique goals.

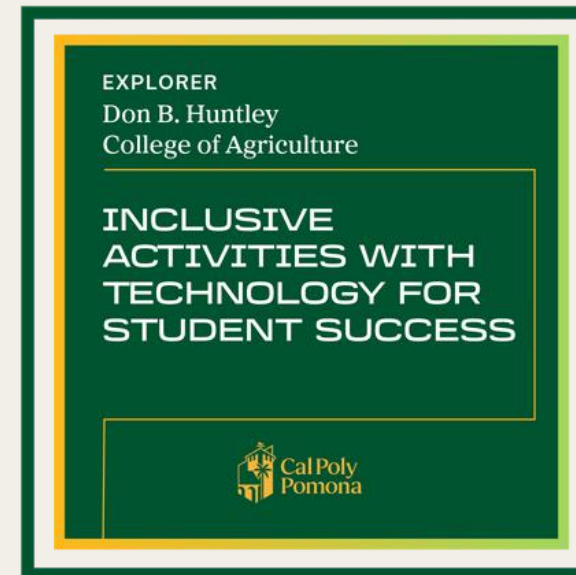
## BADGE FEATURES

- Allows flexibility for departments to highlight specialized learning experiences.
- Encourages participation in co-curricular and program-based initiatives.
- Demonstrates progress toward larger credentials or recognition.

### Pro Tip:

*Use Program Badges to motivate completion of multi-step experiences—students love seeing visible progress toward a bigger credential.*

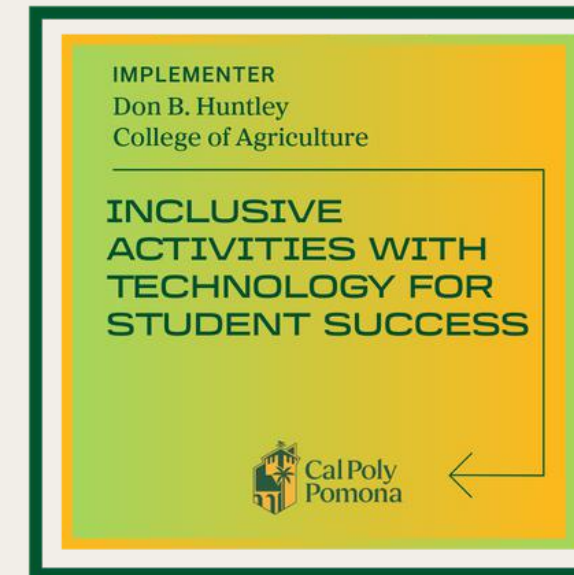
## BADGE LEVELS



### EXPLORER:

Introductory level, marks the first step in program participation.

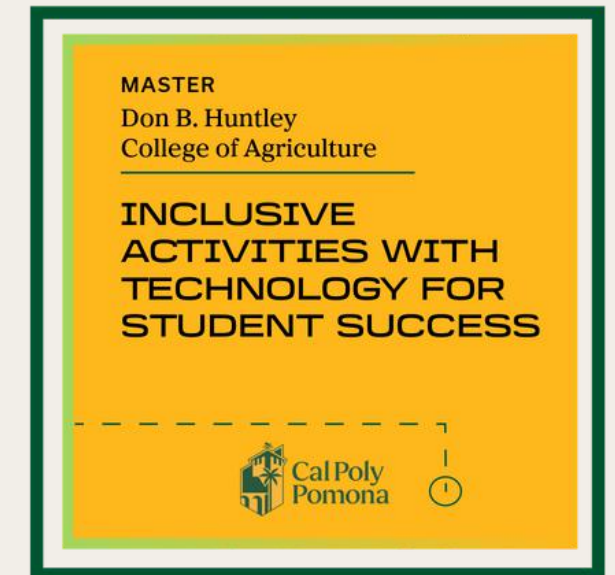
*Use this level to recognize students joining or engaging in a new program for the first time.*



### IMPLEMENTER:

Intermediate level, shows knowledge and applied learning gained through program activities.

*Use this level to highlight consistent participation or completion of major program components.*



### MASTER:

Final level, demonstrates full mastery or completion of the program's intended outcomes.

*Use this level to celebrate students completing the program and serving as role models for others.*

# COMPETENCY BADGE

Competency Badges serve as evidence of specific skills, achievements, and abilities which can be displayed on digital profiles. They are developed in alignment with the National Association of Colleges and Employers (NACE) career readiness competencies, ensuring they reflect the skills most valued in today's workforce. These badges provide direct proof of learning outcomes, tied to coursework, co-curriculars, or applied experiences.

## BADGE FEATURES

- Validates measurable student growth in areas like communication, problem-solving, and quantitative reasoning.
- Provides portable credentials aligned with NACE career readiness competencies.
- Encourages reflection and deeper student engagement.
- Demonstrates progress toward larger credentials or recognition.

### Pro Tip:

*Pair competency badges with reflective assignments—this helps students connect the badge to evidence of their growth.*

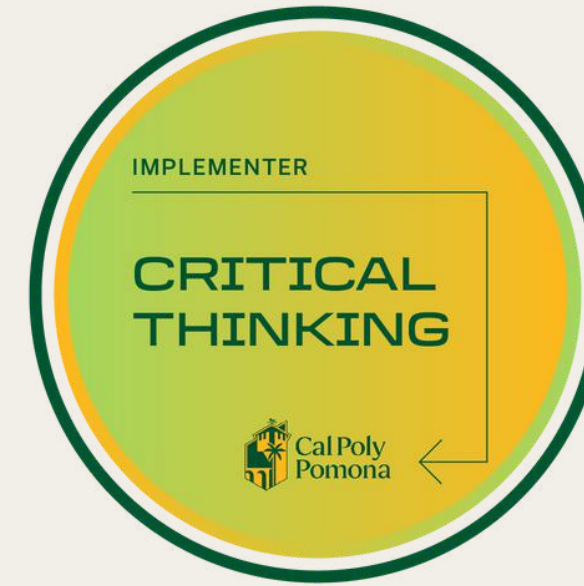
## BADGE LEVELS



### EXPLORER:

Introductory awareness, first steps in practice. At this level, students are introduced to a competency and begin experimenting with applying it in simple or guided contexts.

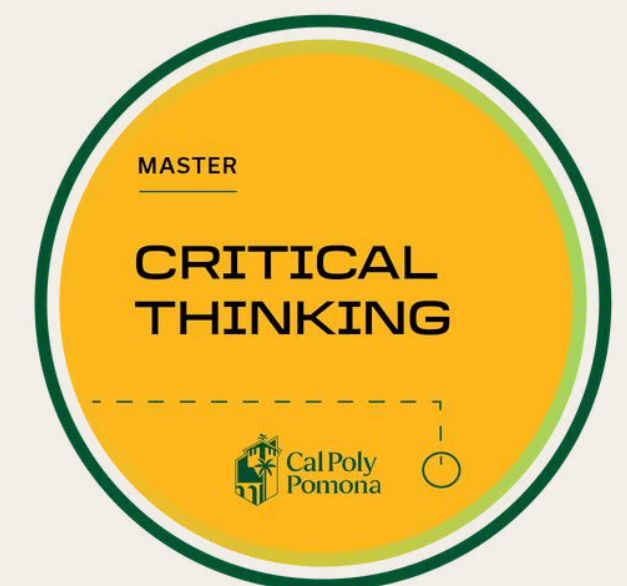
*Use this level to encourage students to try new skills and celebrate their initial efforts.*



### IMPLEMENTER:

Intermediate, demonstrates proficiency and application in varied contexts. At this level, students consistently apply their skills in assignments, projects, or co-curricular settings.

*Use this level to show students are reliably applying skills in coursework or projects.*



### MASTER:

Advanced, demonstrates mastery, can teach or mentor others, and applies skills in leadership settings. Students at this level show expertise and often guide peers through mentorship or collaboration.

*Use this level to recognize students who go beyond competence to leadership and peer mentoring.*

# ELEMENT BADGE

Element Badges correspond to one of the eight Elements of an Inclusive Polytechnic Education, which are CPP's Institutional Learning Outcomes (ILOs). Each badge signals student achievement in one of these broad outcome areas—such as Career & Professional Readiness, Community & Global Engagement, or Critical Thinking & Problem Solving. When combined, Element Badges reflect the holistic educational experience CPP provides, showing how students' diverse learning connects to institutional goals.

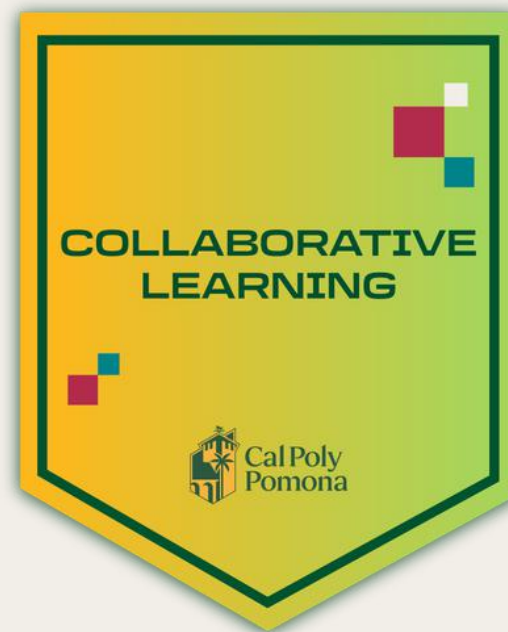
## BADGE FEATURES

- Reinforces CPP's identity as an inclusive polytechnic.
- Demonstrates students' development across multiple competencies.
- Helps students articulate the "big picture" of their education.

### Pro Tip:

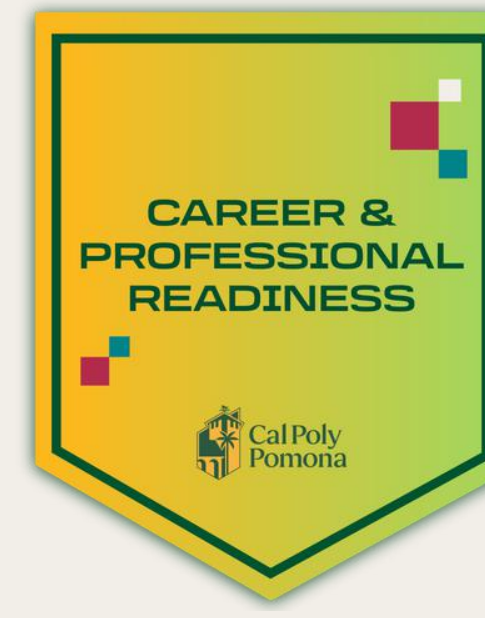
*Use Element Badges to frame advising conversations—students often don't realize how their coursework connects to these larger educational themes.*

## SAMPLE ELEMENTS



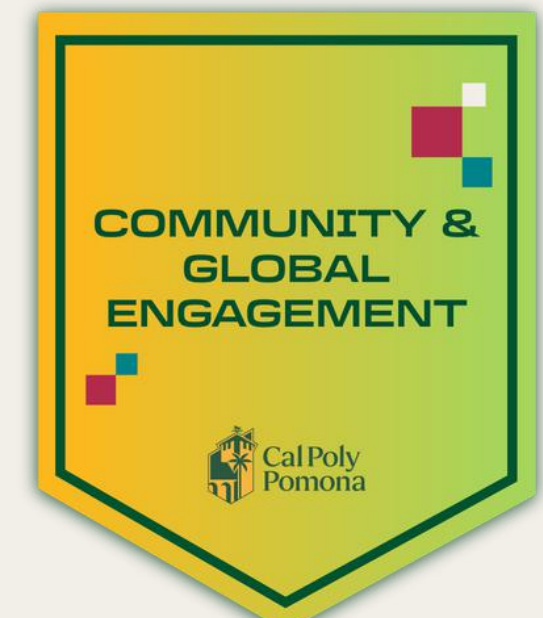
### COLLABORATIVE LEARNING:

Students demonstrate the ability to share and gain knowledge and skills as part of a team. Badges aligned to this element may be earned through group projects, lab collaborations, or peer-led learning experiences.



### CAREER & PROFESSIONAL READINESS

Students embody the knowledge and skills of their chosen discipline or profession. Badges in this area may be tied to internships, professional certifications, or completion of career-readiness workshops.



### COMMUNITY & GLOBAL ENGAGEMENT

Students are prepared to contribute to and improve local and global communities. Badges aligned with this element may be earned through service-learning, study abroad, or civic engagement programs.

# COMMITTEE BADGE

Committee Badges recognize faculty, staff, or students who contribute their time and expertise to shared governance, advisory groups, or campus-wide committees. These badges highlight service that supports decision-making, policy development, or program oversight at CPP.

## BADGE FEATURES

- Acknowledges the behind-the-scenes work that strengthens our university community.
- Encourages participation in governance and advisory processes.
- Provides visible recognition of leadership, collaboration, and service that can be showcased on professional profiles.

### Pro Tip:

*Use Committee Badges to highlight governance and service—this helps students and employees see the value of shared leadership and civic responsibility within the university.*

## SAMPLE BADGE



### Possible Earning Criteria:

- Active membership in a recognized campus committee for a full term.
- Documented contributions such as meeting participation, subcommittee work, or project leadership.
- Reflection or short summary of how the committee's work contributes to CPP's mission.

## Recognizing Service and Governance Contributions

Committees at Cal Poly Pomona play a vital role in shaping the university's inclusive, student-centered mission. By bringing together diverse voices from across campus, committees foster collaboration, guide decision-making, and ensure transparency. Whether focused on academic excellence, student success, or operational improvements, these groups embody CPP's commitment to shared governance, continuous improvement, and a culture of care. Through committee service, faculty and staff help create meaningful change and advance the university's mission to prepare students for lifelong success.

# AWARD BADGE

Award Badges recognize exceptional progress, teamwork, or contributions that go above and beyond normal expectations. These badges highlight accomplishments that strengthen the CPP community, whether through academic excellence, innovation, leadership, or service. They are often presented during ceremonies, convocations, or special events as symbols of distinction.

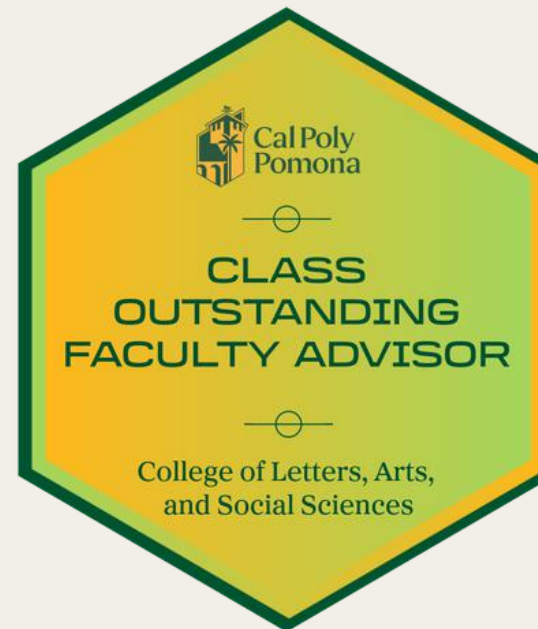
## BADGE FEATURES

- Elevates extraordinary achievements that might not fit into traditional academic credentials.
- Strengthens campus culture by celebrating collaboration, creativity, and impact.
- Provides highly prestigious recognition that can be shared on resumes, portfolios, and LinkedIn.

### Pro Tip:

*Use Award Badges sparingly so they remain prestigious—recipients should feel that the badge represents one of the highest forms of recognition at CPP.*

## SAMPLE BADGE



### Possible Earning Criteria:

- Demonstrated excellence in a project, research, or initiative with campus-wide or community impact.
- Outstanding teamwork and collaboration across departments or organizations.
- Leadership that contributes significantly to CPP's mission or student success.

## Celebrating the Polytechnic Experience

Award Badges at Cal Poly Pomona recognize the people and partnerships that embody what makes CPP extraordinary. Rooted in our inclusive polytechnic approach, these honors celebrate excellence that goes beyond the classroom—whether it's leading a cross-campus initiative, advancing equity, or building a stronger culture of care. By spotlighting collaboration, creativity, and community impact, Award Badges reflect the spirit of “learn by becoming” and showcase how Broncos help each other thrive.



# WRITING DESCRIPTIONS & CRITERIA

# PROGRAM BADGE

Program Badges represent progress or completion within structured pathways and should capture milestones.

## CHECKLIST FOR WRITING CRITERIA:

- Tie to program-level outcomes or milestones (e.g., internship, capstone project).
- Indicate required participation or completion steps.
- Require reflection or demonstration of applied learning.

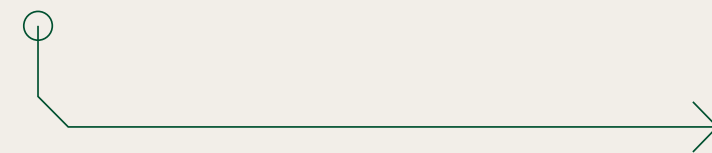
## WEAK VS. STRONG EXAMPLES:

- **Weak:** "Completed program."
- **Strong:** "Successfully completed all three workshops in the PolyX series, submitted a reflection on learning outcomes, and presented project outcomes in a showcase."

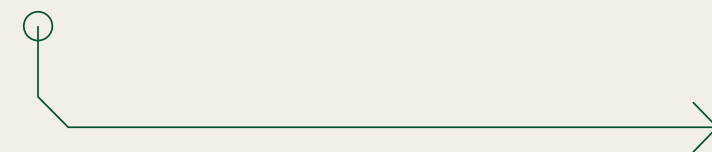
### Pro Tip:

Use Program Badge criteria to tell a story of progression—students should see how Explorer, Implementer, and Master connect.

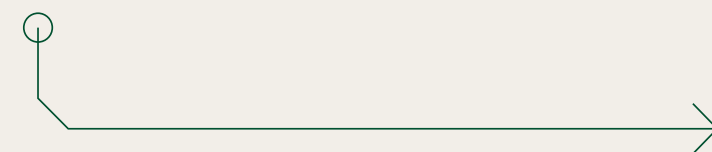
## BADGE NAME



## DESCRIPTION



## EARNING CRITERIA



### SAMPLE

**Issuer:** Information Technology & Institutional Planning

### 2025 AI for a Better Future Hackathon

The AI For A Better Future Hackathon Badge recognizes students who engaged in Cal Poly Pomona's 2025 AI Hackathon, applying creativity, teamwork, and technical expertise to tackle global challenges using artificial intelligence. Badge earners progressed through a structured design sprint, contributed to a collaborative prototype, and reflected on their learning outcomes. This badge demonstrates readiness to apply polytechnic skills in innovation-driven contexts.

**Level:** Explorer

#### Methods of Completion:

- Attend the AI Hackathon orientation and form a project team.
- Participate in ideation and planning sessions to identify a challenge worth solving.
- Submit a short reflection (200–300 words) on the team's initial problem statement and proposed AI solution.

#### Skills Demonstrated:

- Applied problem-solving in artificial intelligence
- Innovation and creativity in design
- Teamwork and cross-disciplinary collaboration

# COMPTETENCY BADGE

Competency Badges validate measurable student growth and must be grounded in specific, verifiable outcomes.

## CHECKLIST FOR WRITING CRITERIA:

- Align with NACE career readiness competencies.
- Use verbs that show observable skills (analyze, design, lead, present).
- Connect to the course syllabi learning outcomes where possible.

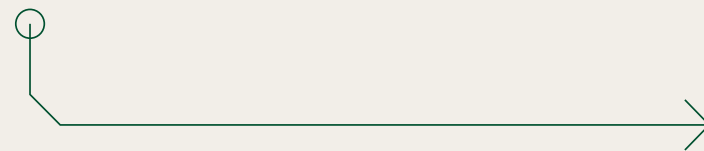
## WEAK VS. STRONG EXAMPLES:

- **Weak:** "Student learned communication skills."
- **Strong:** "Student delivered a 10-minute presentation, received peer and instructor feedback, and revised content to improve clarity and effectiveness."

### Pro Tip:

*Build criteria from existing assignments or assessments—this reduces faculty workload and keeps badges authentic.*

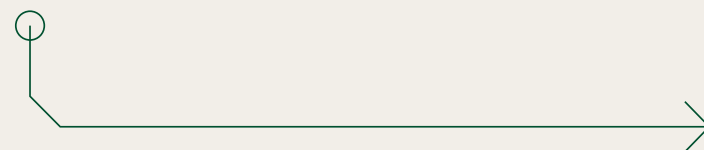
## BADGE NAME



## DESCRIPTION



## EARNING CRITERIA



## SAMPLE

**Issuer:** Cal Poly Pomona

### Leadership Implementor

The Leadership Competency Badge validates that the earner can motivate, organize, and guide others toward shared goals. Students who earn this badge demonstrate the ability to inspire trust, incorporate feedback, and lead groups in academic or professional contexts. This badge aligns with the NACE Career Readiness Leadership competency and CPP's Elements of Student Success.

**Level:** Implementor

### Methods of Completion:

- Take a leadership role in a student organization, class project, or campus initiative (e.g., team lead, committee chair, project coordinator).
- Plan and facilitate at least one meeting or group activity, ensuring all members participate and goals are clearly defined.

### Skills Demonstrated:

- Project and people management
- Decision-making and accountability
- Motivation and trust-building
- Inclusive leadership practices

# ELEMENT BADGE

Criteria and descriptions ensure that each Element Badge clearly communicates student achievement within CPP's Institutional Learning Outcomes (ILOs).

## CHECKLIST FOR WRITING CRITERIA:

- Use action verbs like demonstrate, apply, or reflect.
- Tie directly to an ILO area (e.g., Collaborative Learning, Global Engagement).
- Include the type of evidence students must provide (reflection, project artifact, peer evaluation).

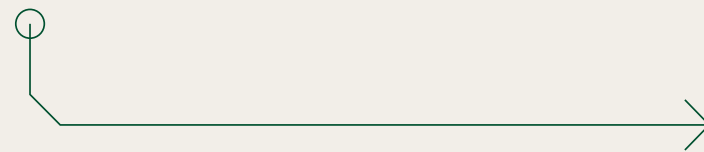
## WEAK VS. STRONG EXAMPLES:

- **Weak:** "Student attended teamwork activity."
- **Strong:** "Student collaborated on a group project, contributed to team deliverables, and reflected on how collaboration advanced project goals."

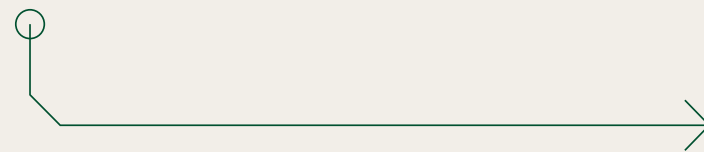
### Pro Tip:

*Adapt criteria directly from course or program outcomes aligned to ILOs—this ensures badges reflect the university's learning framework.*

## BADGE NAME



## DESCRIPTION



## EARNING CRITERIA



## SAMPLE

**Issuer:** Cal Poly Pomona

## Career and Professional Readiness

The Career and Professional Readiness Element Badge recognizes students who demonstrate growth in workplace-ready skills, including communication, teamwork, and ethical decision-making. This badge validates progress toward Cal Poly Pomona's Institutional Learning Outcome of preparing graduates to apply knowledge and skills effectively in professional and civic contexts.

### Methods of Completion:

- Earn all four related competency badges: Self-Awareness, Teamwork, Ethics, and Communication.
- Provide evidence of applied learning by completing a project, internship, or campus leadership role where these competencies were demonstrated.

### Skills Demonstrated:

- Self-assessment and growth planning
- Collaboration and communication
- Ethical reasoning in professional contexts
- Applied learning for career preparation

# COMMITTEE BADGE

Committee Badges should capture meaningful service and contributions to governance.

## CHECKLIST FOR WRITING CRITERIA:

- Define minimum term of service.
- Include expectations for participation (attending meetings, contributing to subcommittees).
- Require documentation of contributions or reflection.

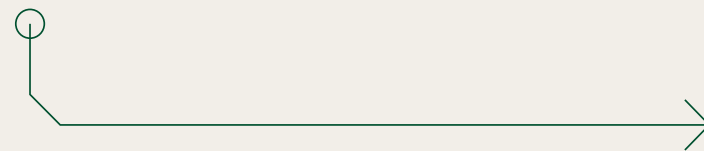
## WEAK VS. STRONG EXAMPLES:

- **Weak:** "Served on a committee."
- **Strong:** "Completed a one-year term on the Academic Senate Committee, contributed to policy recommendations, and reflected on how the committee's work supported CPP's mission."

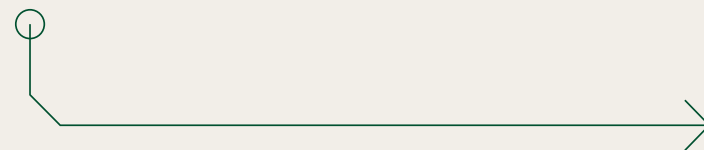
## Pro Tip:

*Use Committee Badges to make invisible service visible—showing students and staff that governance is part of learning and leadership.*

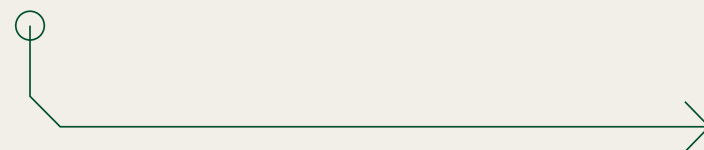
## BADGE NAME



## DESCRIPTION



## EARNING CRITERIA



## SAMPLE

**Issuer:** Cal Poly Pomona - Academic Senate

## Academic Senate Service

The Academic Senate Service Committee Badge recognizes faculty or staff who have completed a meaningful term of service on a governance committee. Earners of this badge demonstrate commitment to Cal Poly Pomona's mission by contributing to policy discussions, representing diverse perspectives, and advancing shared governance.

## Methods of Completion:

- Complete a minimum one-year term of service on the Academic Senate or a standing subcommittee.
- Attend at least 75% of scheduled meetings and actively participate in discussions and decision-making.
- Contribute to at least one policy recommendation, report, or initiative documented in meeting minutes.

## Skills Demonstrated:

- Governance and policy development
- Collaboration and representation
- Strategic decision-making

# AWARD BADGE

Award Badges highlight extraordinary contributions, so criteria must reflect high standards and exclusivity.

## CHECKLIST FOR WRITING CRITERIA:

- Specify extraordinary achievement or impact.
- Tie to institutional mission or cross-departmental collaboration.
- Require evidence of impact (project results, recognition, or testimonial).

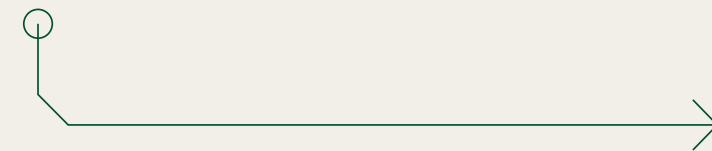
## WEAK VS. STRONG EXAMPLES:

- **Weak:** "Received an award for teamwork."
- **Strong:** "Led a cross-departmental initiative that improved student services, presented results to leadership, and was recognized for impact on campus-wide operations."

### Pro Tip:

*Keep criteria selective so the badge remains prestigious—Award Badges should be rare and aspirational.*

## BADGE NAME



## DESCRIPTION



## EARNING CRITERIA



## SAMPLE

**Issuer:** Office of the President

### One Team Award Campus Impact

The One Team Award Badge honors individuals or teams who have made an extraordinary contribution to Cal Poly Pomona's mission through cross-departmental collaboration. Recipients of this badge demonstrated innovation, leadership, and impact by leading initiatives that improved student success, advanced institutional goals, or strengthened the campus community.

#### Methods of Completion:

- **Nomination and Selection:** Must be nominated by peers, faculty, or leadership and selected by the One Team Award Committee.
- **Extraordinary Contribution:** Led or significantly contributed to a cross-departmental project, initiative, or service that produced measurable impact.

#### Skills Demonstrated:

- Cross-departmental leadership
- Innovation and problem-solving
- Commitment to CPP's mission and values



# CREATING DIGITAL BADGE PATHWAYS

# PATHWAYS

A Pathway is a structured sequence of badges that shows how smaller learning experiences build toward larger achievements. Pathways help students, faculty, and employers see the relationships among Element, Competency, Program, Committee, and Award Badges. They can illustrate progression from entry-level skills to advanced mastery, or from general education outcomes to career readiness milestones.

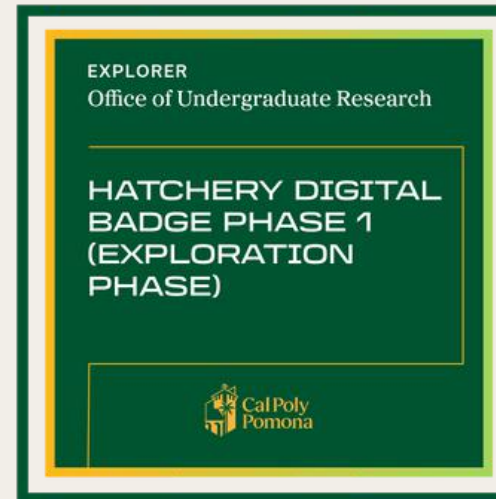
## PATHWAY FEATURES

- Makes student learning visible as a journey, not just isolated achievements.
- Encourages persistence by showing progress toward bigger goals.
- Helps faculty and staff design intentional curricula and co-curricular experiences.
- Gives employers and graduate schools a clear picture of how skills stack and connect.

### Pro Tip:

*Use pathways to combine curricular and co-curricular learning —this highlights CPP's inclusive polytechnic mission and shows how diverse experiences add up to career readiness.*

## SAMPLE PATHWAY



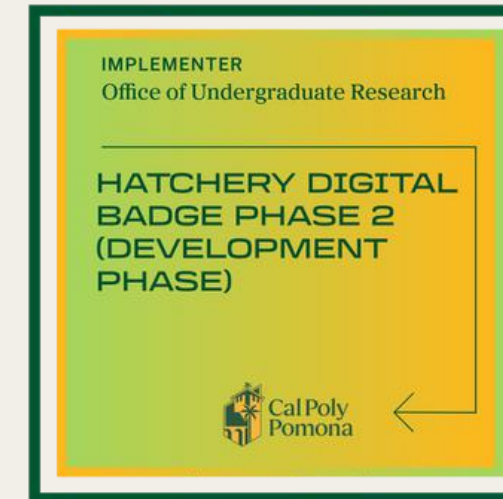
### EXPLORER

#### Criteria:

- Submit a brief summary of the idea you or your team is exploring.
- Identify the problem being solved.
- Participate in Hatchery mentorship sessions.

#### Skills Demonstrated:

Creativity, problem identification, and early-stage innovation.

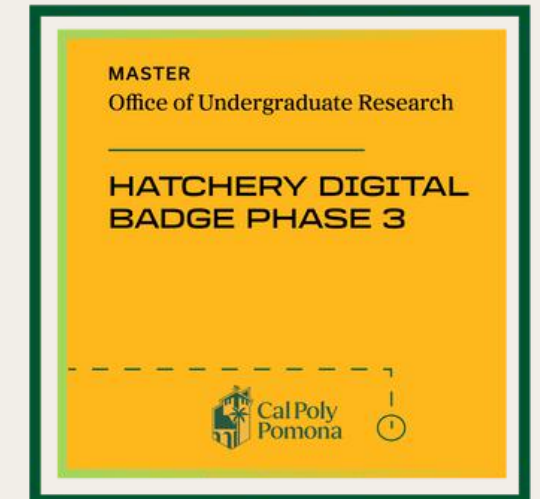


### IMPLEMENTER

#### Criteria:

- Transform the preliminary idea into a concrete project proposal.
- Develop a plan that outlines goals, stakeholders, and potential impact.
- Engage in continued mentorship and feedback sessions.

**Skills Demonstrated:** Project planning, collaboration, and applied research.



### MASTER

#### Criteria:

- Actively participate in the Projects Hatchery as the team begins implementation.
- Deliver an early prototype, pilot program, or project output.
- Present progress in a public or campus showcase.

#### Skills Demonstrated:

Implementation, leadership, communication, and innovation in practice.

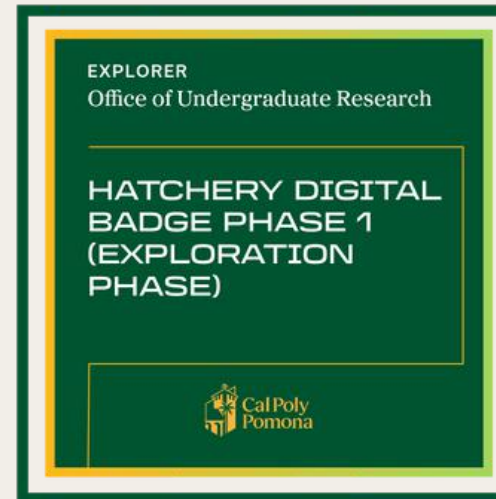
# PATHWAYS: THE HATCHERY EXAMPLE

Badge pathways show progression: students complete multiple smaller steps (competency or program badges) that stack into a culminating achievement (a higher-level badge).

## KEYPOINTS:

- **Pathways tell a story:** Students don't just "collect" badges; they show growth over time.
- **Stacking is intentional:** Earlier badges (Phase 1 & 2) are prerequisites for the culminating badge (Phase 3).
- **Evidence builds:** Each phase requires students to submit deliverables and reflections that demonstrate progression.
- **Culminating badges carry weight:** The Phase 3 badge signals readiness for external audiences (employers, graduate schools, partners).

## SAMPLE PATHWAY

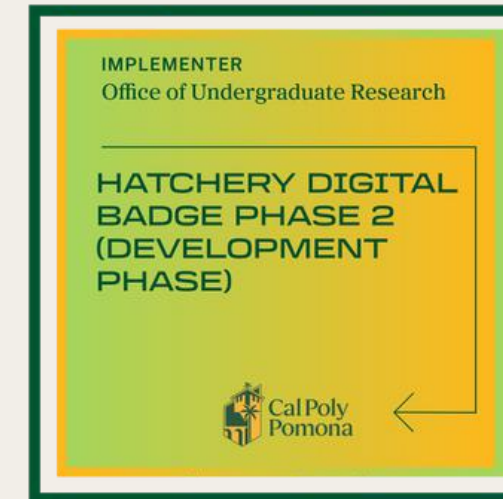


## EXPLORER

### Phase 1 - Exploration Badge

- Students identify a problem worth solving, summarize their initial idea, and engage in mentorship.

**Skills:** Creativity, problem identification, and early-stage innovation.



## IMPLEMENTER

### Phase 2 - Development Badge

- Students transform their idea into a project proposal, build a plan, and gather feedback from mentors and stakeholders.

**Skills:** Project planning, collaboration, and applied research.



## MASTER

### Phase 3 - Culminating Badge

- Students apply what they've learned in Phases 1 and 2 to implement their project. They develop a prototype or pilot, present outcomes at a showcase, and reflect on lessons learned.

**Skills:** Implementation, leadership, professional communication, innovation in practice.



# IMPLEMENTATION & NEXT STEPS

# PUTTING BADGES INTO PRACTICE

This final section offers faculty and staff practical advice for bringing digital badges into their programs, courses, and co-curricular activities.

## Implementation Tips:

- Start small: pilot one badge in a course or program before scaling.
- Align with what you already do: connect badges to existing assignments, workshops, or events.
- Communicate clearly: tell students how they can earn the badge and why it matters.
- Celebrate success: showcase badge earners in newsletters, events, or social media.

## Best Practices for Equity & Access:

- Ensure badges are available to all students, not just high-achievers.
- Avoid hidden costs—badges should recognize accessible opportunities.
- Provide multiple ways to demonstrate achievement (reflection, presentation, artifact).

## Quick Reference:

- Badge Types: Element, Competency, Program, Committee, Award.
- Writing Criteria & Descriptions: Use action verbs, specify context, connect to ILOs/NACE.
- Pathways: Show how smaller badges add up to meaningful credentials.



### Pro Tip:

*Share your badge stories—faculty and staff examples inspire others and help build a culture of recognition across campus.*



## SUPPORT & CONTACT

For help designing or implementing Digital Credentials, reach out to [innovationinc@cpp.edu](mailto:innovationinc@cpp.edu)

## VISIT US

<https://www.cpp.edu/ii/digital-badging/digital-badges.shtml>