

ZIPD Level I (Freshman/ Sophomore Year) 0-60 Credits**Must be completed prior to Graduation. Suggested timeframe- 4 Semesters****REQUIRED CORE- Proof of Attendance / Submission**

- Intro to Business (BUSED101)/ Transfer Equivalency – BIC & Career Assignment **(2 points)**
- Annual Business Conference- Attend 2 sessions minimum each Fall **(4 points)**
- Dining/Business Etiquette WKSHP – Attend 1 or complete Business Etiquette Module **(1 point)**
- Networking Event – Attend three (3)**(3 points)**
- Career Fair/Expo– Attend two (2) **(2 points)**

REQUIRED - Self Report Documentation

- Resume Basics WKSHP – Attend 1 & submit resume to Resume Assignment-I drop box **(1 point)**
 - **Submission of Resume to drop box earns the core point**
- Community Service - Complete 8 hours & submit to Com. Serv. Assignment drop box **(8 points)**
- ZCOB Professional Club or Organization – Active membership 3 semesters **(3 points)**

Award of the 24 Points above will complete ZIPD Level I.**Students are encouraged to complete Level I before beginning Level II ZIPD core requirements.**

Level II ZIPD (Junior/Senior Year) 61+ credits**Must be completed prior to Graduation. Suggested timeframe- 4 Semesters****REQUIRED CORE- Proof of Attendance / Submission**

- Annual Business Conference- Attend 3 sessions minimum each Fall **(6 points)**
- Networking Event – Attend four (4) **(4 points)**
- Career Fair/Expo– Attend two (2) **(2 points)**

REQUIRED - Self Report Documentation

- LinkedIn Profile Session - Attend 1 & submit LI Profile Link to LI Assignment drop box **(1 point)**
 - **Submission of LI Profile Link to drop box earns the core point**
- Resume Critique - submit Revised Resume to Assignment-II drop box **(1 point)**
 - **Submission of Resume to drop box earns the core point**
- Professional/Mock Interview-submit to Interview Assignment drop box **(1 point)**
 - **Submission of interview experience to drop box earns the core point**
- Community Service – Complete 8 hours & submit to Com. Serv. Assignment drop box **(8 points)**
- ZCOB Professional Club or Organization – Active membership 3 semesters **(3 points)**

Completion of the 26 Points above results in ZIPD CERTIFICATE notation - “Met Expectations”**Point Booster - Internship and/or Work Experience Aligned with Major (50 points)****Completion of the 26 Points above in addition to a 50 point internship/work experience results in ZIPD CERTIFICATE notation - “Exceeded Expectations”**