



THE CENTER *for*
***the* ADVANCEMENT**
***of* LEADERSHIP**

LEAD Program Year 1 & 2

Cohorts: Aviation, Wolverine LEAD,
Women LEAD, Technology Management
Cohort, Trailblazer Cohort

LEAD Participant Handbook

2019-2020

www.uvu.edu/leadership

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Welcome to the LEAD Program!

Welcome to The Center for the Advancement of Leadership's (CAL) LEAD Program at Utah Valley University (UVU)! We are thrilled to have many of you return from last year. We look forward to grow with those of you who are new to the program and welcome our new cohorts for the 2019-2020 year.

In this handbook, you will find mandatory program requirements, instruction, and other training information. Please review it often to update yourself on your requirements & responsibilities. The UVU LEAD program has been ranked as one of the top 10 leadership development programs in the United States at the University level. We are proud to offer a structured and quality model of leadership development through your selected cohorts.

Over the last few years we have created several partnerships with other UVU departments. Through these partnerships we offer a one-year or two-year leadership certification.

CERTIFICATION PROGRAM COHORTS INCLUDE:

- **Aviation Cohort**
- **CAL Custom Cohort**
- **I Am First (First Generation University Student) Cohort (only year 1)**
- **Women LEAD Cohort**
- **Technology Management Cohort**
- **Trailblazer Cohort**

I look forward to working with all of you! I will truly do all I can to help you succeed.

I'm cheering for you!

A handwritten signature in black ink that reads "Natalie Brewster". The signature is written in a cursive, flowing style.

Natalie Lynne Brewster | LCP Coordinator

LEAD Program Organization



Belinda S. Han
Director of CAL



Natalie Lynne Brewster
LEAD Program Coordinator

Cohort Program Coordinators



Steven Ley | Aviation



Garrett Nagaishi | I AM FIRST



Anne Arendt | Tech Mgmt.



**Natalie Brewster | Wolverine
& Trailblazer**



Rachel Saunders | Women LEAD

NOTE: Each COHORT contains at least ONE (or more) TEAM(s)

Each **YEAR 1 LEAD TEAM**
contains the following:

1 TEAM MENTOR
(COMMUNITY MEMBER)

1 TEAM LEADER
(STUDENT PEER)

4-6 TEAM MEMBERS
(STUDENT PARTICIPANTS)

The **YEAR 2 LEAD Participant Experience**
contains the following:

1 INDIVIDUAL MENTOR
(COMMUNITY MEMBER)

1 UVU STAFF MENTOR
(Cohort Program Coordinator
or otherwise assigned UVU
Staff member)

Checklist: Year One

Standard Certification

Participants:

Semester 1

- Enroll in LEAD Program Canvas Course
- Enroll in Leadership Course
 - Aviation Cohort **Workshop Series M 4-5 PM– Instructor: Belinda Han & Natalie Brewster**
 - Wolverine LEAD: **Workshop Series M 4-5 PM– Instructor: Belinda Han & Natalie Brewster**
 - I Am First Cohort: **SLSS 1000 Section 033 CRN 30208. MWF 9-9:50 AM Instructor: Garrett Nagaishi**
 - Women LEAD: **SLSS 141R Section 003 CRN 29579 M 4-5 PM– Instructor: Jolene Merica**
 - Technology Management: **Make an Appt with Natalie Brewster NatalieB@uvu.edu**
 - UVU Trailblazer Cohort: **Make an Appt with Natalie Brewster NatalieB@uvu.edu**
- Complete StrengthsFinder Assessment
- StrengthsFinder Assessment Training Session
- Leadership Experience (50 hours per semester)* Must be approved by Team Leader
- Team Mentor Meeting – (3 per semester)
- Concept Cultivators – (6 per semester; 2 per month on average)
- Team Leader One-on-One – (3 per semester)
- Information Interview (1 per semester)

Turn in via canvas:

- Action Planning Guides
- SMART Goals (1 a month)
- 1st semester CAL Cohort, turn in a two-page reflection on a concept you learned in your workshops. 1st semester Trailblazer & Tech Mgmt, you will receive further instruction on this assignment individually.
- Each semester, choose one of the topics from your concept cultivators, teach 4 or more people about the topic, submit your teaching materials (slides, PowerPoint, notes, handouts)
Must include 2 references and have references properly cited in MLA or APA
- One-page reflection on how you did on your SMART Goals that you set for yourself.
- Fall Semester: 2-page written reflection on LEAD experience
Spring Semester: Written or multimedia reflection on experience including a SWOT analysis on yourself as a leader.

Semester 2

- Enroll in LEAD Program Canvas Course
- Enroll in Leadership Course
 - Aviation Cohort: **Approve through Aviation Coordinator**
 - Wolverine LEAD: **Choose a class from list of classes in handbook**
 - I Am First Cohort: **SLSS 1000 Section 033 CRN __. MWF 9-9:50 AM Instructor: Garrett Nagaishi**
 - Women LEAD: **SLSS 141R Section 003 CRN ____ M 4-5 PM– Instructor: Jolene Merica**
 - Technology Management: **Tech 3400**
 - UVU Trailblazer Cohort: **Make an Appt with Natalie Brewster NatalieB@uvu.edu**
- Leadership Experience (50 hours per semester) *
- Cohort Leadership Service Project (1 per year)
- Team Mentor Meeting – (3 per semester) The **“Meet Your Mentor” Event is 9/12/2019**
- Concept Cultivators – (6 per semester; 2 per month on average)
- Team Leader One-on-One – (3 per semester)
- Information Interview (1 per semester)

Turn in via canvas:

- Action Planning Guides
- Smart Goals
- Turn in a leadership assignment from your chosen leadership course.
- Each semester, choose one of the topics from your concept cultivators, teach 4 or more people about the topic, submit your teaching materials (slides, PowerPoint, notes, handouts)
Must include 2 references and have references properly cited in MLA or APA
- One-page reflection on how you did on your SMART Goals that you set for yourself.
- Fall Semester: 2-page written reflection on LEAD experience
Spring Semester: Written or multimedia reflection on experience including a SWOT analysis on yourself as a leader.

Checklist: Year Two

Semester 3

High Distinction Certification

- Enroll in LEAD Program Canvas Course
- Enroll in Leadership Course
 - Aviation Cohort: **Approve through Aviation Coordinator**
 - Wolverine LEAD: **Choose a class from list of classes in handbook**
 - Women LEAD: **SLSS 141R Section 003 CRN 29579 M 4-5 PM– Instructor: Jolene Merica**
 - Technology Management: **Tech 405 G**
 - UVU Trailblazer Cohort: **Make an appt with Natalie Brewster NatalieB@uvu.edu**
- Submit Individual Mentor Information to CAL Staff *
- Complete DecisionWise 360 Assessment
- Participate in DecisionWise 360 Assessment Training Session
- Leadership Experience (50 hours per semester)*
- Cohort Leadership Service Project (1 per year)
- Individual Mentor Meeting – (3 per semester)
- Concept Cultivators – (6 per semester; 2 per month on average)
- Program Coordinator One-on-One – (3 per semester)
- Information Interview (1 per semester)

Turn in via canvas:

- Action Planning Guides
- SMART Goals
- Turn in a leadership assignment from your chosen leadership course
- Each semester, choose one of the topics from your concept cultivators, teach 4 or more people about the topic, submit your teaching materials (slides, PowerPoint, notes, handouts) **Must include 2 references and have references properly cited in MLA or APA**
- Two-page reflection on how you did on your SMART Goals that you set.
- Fall Semester: 2-page written reflection on LEAD experience
Spring Semester: Written or multimedia reflection on experience including a SWOT analysis on yourself as a leader.

*** CAN BE APPROVED BY TEAM LEADERS**

Semester 4

- Enroll in LEAD Program Canvas Course
- Enroll in Leadership Course
 - Aviation Cohort: Choose any GI Course from the electives in the handbook
 - Wolverine Cohort: : Choose any GI Course from the electives in the handbook
 - Women LEAD: Choose any GI Course from the electives in the handbook
 - Technology Management: Tech 4400
 - UVU Trailblazer Cohort: Make an appt with Natalie Brewster NatalieB@uvu.edu
- Leadership Experience (50 hours per semester)*
- Cohort Leadership Service Project (1 per year)
- Individual Mentor Meeting – (3 per semester)
- Concept Cultivators – (6 per semester; 2 per month on average)
- Program Coordinator One-on-One – (3 per semester)
- Information Interview (1 per semester)

Turn in via canvas:

- Action Planning Guides
- SMART Goals
- Turn in leadership assignment from your chosen leadership course.
- Each semester, choose one of the topics from your concept cultivators, teach 4 or more people about the topic, submit your teaching materials (slides, PowerPoint, notes, handouts) **Must include 2 references and have references properly cited in MLA or APA**
- Two-page reflection on how you did on your SMART Goals that you set.
- Fall Semester: 2-page written reflection on LEAD experience
Spring Semester: Written or multimedia reflection on experience including a SWOT analysis on yourself as a leader.

LEAD Program Description

LEARN – Personal Leadership

Learn about leadership through participation in group and interpersonal conversations with peers and professionals.

ENGAGE – Civic and Service Leadership

Engage in a variety of different leadership responsibilities and participate in identifying research that aligns with their involvement.

ACQUIRE – Organizational Leadership

Acquire a deeper knowledge and understanding of their leadership skills through participation in classroom discussions, workshops, seminars, and leadership literature.

DISCOVER – Personal Leadership

Discover through participation in reflective learning to identify and reflect on their individual strengths as they develop their own authentic leadership style.

LEAD Program Requirements

Team Leader Meetings (YEAR 1 Participants ONLY)

All Year 1 LEAD participants are placed in teams and assigned a Team Leader (TL). The TL is a peer mentor and one of your most powerful resources.

Speak to your TL whenever you have questions or concerns about the LEAD program or school in general. The two of you will meet every month to discuss your progress, both in the LEAD Program and with your personal goals. Your TL will also review your monthly submissions during one-on-ones and schedule your team's monthly Mentor Meetings.

When?

Once per month (Sept, Oct, Nov, Jan, Feb, Mar).

Team Leader Meeting Talking Points:

- How are you doing?
- Requirements in the LEAD Program check-in
- What's your WHY? Has this changed?
- In what areas do you need extra support?
- How can you improve the LEAD Program experience for yourself or others?
How can your Team Leader help with this?
- What are you enjoying?

UVU Staff Mentor Meetings (Year 2 Participants Only)

All Year 2 Participants are required to meet with their UVU Staff Mentor once a month.

For the Aviation, "I Am First", & Women LEAD Cohorts, this UVU staff person is the respective Cohort Program Coordinator.

The Staff mentor's role is to help with the progress and development of the students they are working with.

There is at least one Program Coordinator per cohort.

Speak to your Program Coordinator (or UVU Staff Mentor) whenever you have questions or concerns about the LEAD program or school in general. The two of you will meet every month to discuss your progress, both in the LEAD Program and with your personal goals. Your Program Coordinator will also review your monthly reflections.

When?

Once per month (Sept, Oct, Nov, Jan, Feb, Mar).

Mentor Meetings

- Year 1 students are placed on a team and assigned a group mentor.
- Year 2 student each have an individual mentor (that is typically found by the student).
- All LEAD students will meet with their mentor monthly. These meetings usually last one hour and are held in various locations.

Mentor Meetings (YEAR 1)

Once your team mentor has been assigned by the CAL team or approved, a mentor training handbook and information will be sent to your mentor, and you may begin meeting.

If you have a 1st year group mentor, excused attendance must be pre-approved by your Team Leader. Missed mentor meetings must be made up individually with your mentor or by participating in a makeup mentor meeting with a CAL office staff member (arrange this with CAL staff on an individual-need basis).

Documentation: Submit a reflection of what was covered in your mentor meeting. Include things that you learned or thought were interesting.

Suggested writing point:

- What did you learn about yourself during your mentor meeting?
- How might you apply what you learned during your mentor meeting?

Meetings take place with your mentor during the following months:

Fall: September, October, November

Spring: January, February, March

Mentor Meetings (YEAR 2)

- **Why find my own Mentor?**
 - Gain perspective from experienced professionals outside of your knowledge base
 - Learn about the environment and culture you desire to work in, directly from professionals
 - Gain valuable insights as your mentor shares their educational and/or career experiences
 - Make lifelong connections, introductions and networks
 - Have more customized Mentor meetings
 - <http://www.uvu.edu/careerpassport/mentoring/for-mentees.html>
- **Where do I find a Mentor?**
 - You may already know someone that works in a field that you're interested in, or has an interesting career and life path that you feel could help you move forward.
 - Ask friends, family, co-workers, or other associations for suggestions.
 - Check out the UVU Career Passport Program in the Career Center
 - Ask CAL Staff for some guidance / support.
- **How will meeting with my Mentor work?**
 - You will have the opportunity to meet one on one with your Mentor 3 times each semester. Those meetings should be at least 45 minutes in length and should take place 3 – 4 weeks apart. Ideally, you would meet in a public place, face to face, and that you and your Mentor discuss the topic before meeting. This ensures that both you and your Mentor are prepared. Choose topics or ideas that will best help YOU.
- **What events will my mentor be invited to?**
 - Meet Your Mentor
 - CAL-cebration (Winter Social)
 - Graduation Gala
- **What training will my Mentor receive?**
 - Your Mentor will receive an e-mail with a Mentor Handbook explaining details about the LEAD Program as well as the expected outcomes from Mentoring. The Handbook will also include important dates, e-mail addresses, and phone numbers for the office.

Information Interviews

Conducting professional interviews through the LEAD Program provides you with the opportunity to connect with leaders in your chosen career path. While there are many factors to becoming a successful leader, it is essential that you see what it means to be both personally and professionally effective within your field.

Prior to meeting with a particular leader within your chosen field of study, you should clear his or her name with your Team Leader. Before your meeting, email your interviewee ten to fifteen questions for his or her preparation. If you need assistance coming up with interview questions, use the **Information Interview Reflection Writing Prompts** below.

Information Interviews should last at least thirty minutes, but should not run more than an hour. Plan an appropriate meeting, dress accordingly, and be courteous at all times. Information interviews should be face-to-face. After completing the interview, thank your interviewee for his or her time. Within a day of your interview, write a professional thank you note thanking your interviewee for his or her insights.

Information Interviews must be completed once per semester while in the L.E.A.D. Program.

Documentation:

After you complete an Information Interview, you will write and submit a 1-2-page reflection through the page. This reflection is in addition to your Monthly Reflection. Do not forget cite the interview in your Information Interview reflection.

INFORMATION INTERVIEW REFLECTION WRITING PROMPTS

- What does it take to be a competent and professional leader within your chosen field of study?
- What has your interviewee done to develop his or her skills within your field?
- What is your interviewee's preferred leadership style?
- What are the top five qualities of a leader within your field of study?
- What is the best way for you, as a student, to get involved in your field of study?

Leadership Experience (50 hours)

Approval — Before beginning each semester’s leadership experience, you must first get it approved by the CAL Staff. You must have each experience approved every semester of the program by **September 30th for Fall and January 31st for Spring**.

If you need help coming up with a leadership experience, talk with your Team Leader or with someone in the CAL office.

Some cohorts have pre-approved leadership projects. Please check with your Team Leader for specific information to your cohort.

Semester	1	2	3	4
Experience(s)	50 Hours of Leadership	50 Hours of Leadership	50 Hours of Leadership	50 Hours of Leadership

Documentation:

In your leadership hour reflections, be sure to include examples of your leadership hours’ experiences.

Suggested writing points:

- What have you learned from your leadership experiences?
- What leadership skills have you gained?
- What feedback have you received from your experiences?
- What might you change or do differently in your leadership experience next month?

Concept Cultivators – 6 per semester a minimum of 2 per month

We encourage you to seek out leadership concept opportunities that will enhance the goals you've outlined in your StrengthsFinder and 360° Action Planner. Concept cultivators must be earned during your current semester in the program, not prior.

Lectures

If you attend (in person or online) any leadership-oriented conference or workshop, with prior approval from your Team Leader, you may count them as a concept cultivator. One hour is equivalent to one concept cultivator.

Readings

Books connected to leadership development— Each book will count for two concept cultivators. This option may only be used once per semester of the program. Books may be approved by your Team Leader or may be checked out from the Leadership Library at the CAL office.

Journals and Articles

You may also read specific scholarly journal or magazine articles to meet your concept cultivators requirement. One concept cultivator is equal to 20 pages. (The articles you use to reference leadership in your written reflections can also count as Concept Cultivators).

Journal Submission

Submit a paper to the Journal of Student Leadership (JSL) on a topic that you have been researching. The submission deadline for the JSL will occur every November and April for the different volumes. Instructions on how to submit your paper to the JSL will be provided.

Leadership Presentation

You may present at a conference, workshop, or event. (SLAM Conference, Leadership week, etc.)

Workshops

- **First Year CAL Cohort (per semester)**

If you are a first-year student. You must attend the LEAD sponsored workshops Mondays at 4pm. In addition, you must also complete two

additional concept cultivators of your choosing. If you have any questions or need any additional clarifications, please ask appropriate CAL staff.

- **Second Year CAL Cohort (per semester)**

If you are a second-year student. You must attend a LEAD sponsored workshop in each of the 4 areas (self-awareness, self-motivation, self-regulation, and self-expression). In addition, you must also complete two additional concept cultivators of your choosing. If you have any questions or need any additional clarifications, please ask appropriate CAL staff.

Other

You may also get approval for other items on a case by case basis from CAL staff.

Coursework

You will take one leadership course during each semester of your participation in the LEAD Program. Taking courses while you are participating in the program is essential to developing your leadership skills. Before the beginning of each semester you will submit your class for approval by the CAL staff. Any grade lower than a C+ will not be accepted in leadership coursework.

Exception to Course Requirements Policy:

If your academic path requires a different course than the ones listed below, you must work with your program coordinator to receive an “Exception to Leadership Course Requirements Policy” from the CAL offices. This is done through the form located in the “Program Resources” module of the LEAD Canvas course. **Classes should be approved by 2 weeks after the first of school.**

Documentation:

Each month you should reflect back on what you have been learning in your leadership course and how you have been able to learn new leadership styles and apply your learning into your leadership hours

Suggested writing points:

- What are some profound things you learned from your leadership theory?
- How can you apply what you have learned from your theory hours?

Course Requirements

UVU LEAD	COURSE	COURSE TITLE
Semester 1	CAL Sponsored Workshop Series	Student Leadership Development
Semester 2	Electives 1000 level or higher listed on following pages	
Semester 3	Electives 2000 level or higher listed on following pages	
Semester 4	Choose any GI course from the electives listed below	

Women LEAD	COURSE	COURSE TITLE
Semester 1	SLSS 141R Section 003 CRN 29579	Student Leadership Development
Semester 2	SLSS 141R Section 003 CRN _____	Student Leadership Development
Semester 3	Electives 3000 level or higher listed on following pages	
Semester 4	Choose any GI course from the electives listed below	

A **3.0** or higher cumulative GPA must be maintained through all coursework.

Aviation	COURSE	COURSE TITLE
Semester 1	SLSS 141R Section 001 CRN 29352	Student Leadership Development
Semester 2	Electives 1000 level or higher listed on following pages	
Semester 3	Electives 3000 level or higher listed on following pages	
Semester 4	Choose any GI course from the electives listed below	

A **3.0** or higher cumulative GPA must be maintained through all coursework.

"I Am First"	COURSE	COURSE TITLE
Semester 1	SLSS 1000 Section 033 CRN 30208	Student Leadership Development
Semester 2	SLSS 1000 Section 003 CRN _____	Student Leadership Development

A **2.75** or higher cumulative GPA must be maintained through all coursework.

Tech Mgmt	COURSE	COURSE TITLE
Semester 1	Tech 200G	Technology and Human Life
Semester 2	Tech 3400	Project Management
Semester 3	Tech 405G	Global Ethical and Professional Issues in Technology
Semester 4	Tech 4400	Advanced Project Management

UTC LEAD	COURSE	COURSE TITLE
Semester 1	Contact Natalie Brewster	NatalieB@uvu.edu
Semester 2	Contact Natalie Brewster	NatalieB@uvu.edu
Semester 3	Contact Natalie Brewster	NatalieB@uvu.edu
Semester 4	Contact Natalie Brewster	NatalieB@uvu.edu

Approved Leadership Courses

COURSE	TITLE
AERO 3100	Management and Leadership - A & B
AIST 4600	Contemporary American Indian Political and Social Issues
AIST 490R	Special Topics in American Indian Studies
ANTH 101G	Social Cultural Anthropology SS GI
ANTH 3720	Applied Anthropology
ART 3400	Elementary Art Education Methods
ASL 3330	Cross Cultural Communication and Interpreting
ASL 4550	Multicultural Issues in the Deaf World
AUT 4650	Autism and Applied Behavior Analysis
AVSC 2070	Communications for Aviation Professionals
AVSC 3350	Aviation Labor and Human Resource Management
AVSC 3600	Crew Resource Management
AVSC 410G	Global Ethical and Professional Issues in Aviation
BESC 3420	Communication and Conflict
BESC 380G	Interviewing Skills
BESC 3820	Women, War and Peacebuilding
BESC 4510	Academic and Career Advising
BMED 4200	Methods of Teaching Business/Marketing/Digital Technology
CA 1320	Culinary Management
CA 481R	Cooperative Work Experience
CMGT 299R	Skills USA
CMGT 399R	Student Professional Organization
COMM 1020	Public Speaking
COMM 1500	Introduction to Mass Communication
COMM 1610	Reporting for the Mass Media
COMM 207G	Introduction to Gender and Communication
COMM 2110	Interpersonal Communications
COMM 2120	Small Group Communication
COMM 2300	Public Relations
COMM 2400	Organizational Communication
COMM 3030	Mass Communication and Society
COMM 319G	Intercultural Communication Encounters GI
COMM 332G	Cross Cultural Communications for International Business
COMM 3420	Communication and Conflict
COMM 3560	Public Relations Event and Media Coordination
COMM 362G	International Communications

COMM 401G	Communication Education
COMM 4200	Advanced Mediation and Negotiation
COMM 4250	Communication and Leadership
DANC 3420	Dance in the Elementary School Practicum
DENT 360G	Intercultural Dental Education
DENT 2060	Community Dental Health
DGM 312G	Digital Media for Intercultural Communication GI
ECFS 3320	Gender Perspectives in Education
ECON 1010	Economics as a Social Science
EDEC 2630	Literacy and Literature for Early Childhood
EDSC 3000	Educational Psychology
EDSC 4550	Secondary Curriculum Instruction and Assessment
	Instructional Strategies and Program Management for Students with
EDSP 4100	Mild/ Moderate Disabilities
EDSP 4140	Collaboration and Consultation with Parents and School Staff
EDSP 4160	Assessment and Evaluation in Special Education
EDUC 5300	Content-based Curriculum and Instruction and Assessment
EDUC 5360	Multicultural Education for Practitioners
EDUC 5390	Family and Community Involvement for Practitioners
ENGL 2730	Introduction to Gender Studies
ENGL 3300	Collaborative Communication for Technology Professions
ENGL 3710	Literature by Women
ENST 3000	Introduction to Environmental Studies
ENTR 3170	Entrepreneurship
EXSC 4400	Physical Activity Promotion in the Community
FAMS 1150	Marriage and Relationship Skills
FAMS 2705	Ethics for Family Interventions
FAMS 3250	Applied Parenting
FAMS 3410	Fundamentals of Mediation and Negotiation
FAMS 4660	Family Financial and Resource Management
FAMS 4400	Family Policy
FAMS 4500	Family Life Education Methodology
GEOG 1400	Introduction to Human Geography
GEO 4200	Teaching Methods in Science
HLTH 2400	Concepts of Stress Management
HLTH 3220	Foundations of Health Education
HLTH 350G	International Health GI
HLTH 4140	Community Health Assessment and Program Development
HLTH 4200	Health Education Teaching Methods
HLTH 440G	Health and Diversity GI
HLTH 4500	Public Health Administration
HR 3550	Organization Development
HR 3570	Training and Development
HUM 400R	Humanism and Post humanism

IS 2000	Knowledge Integrated
LANG 3000	Language and Culture
LEGL 3000	Business Law
LEGL 3150	Survey of Dispute Resolution
LEGL 3210	Interviewing and Investigation
LEGL 3410	Mediation and Negotiation
MGMT 1250	Principles of Leadership
MGMT 2030	Women In Business
MGMT 2110	Interpersonal Communication
MGMT 3000	Organizational Behavior
MGMT 332G	Cross Cultural Comm. for International Business GI
MGMT 3500	Leadership Theory and Application
MGMT 4860	Business Strategy Formulation and Implementation
MGMT 493R	Entrepreneurship Lecture Series
MGMT 495R	Executive Lecture Series
MGMT 6200	Effectively Managing and Facilitating Teams
MGMT 6500	Managing Individuals and Groups
MGMT 6950	Ethical Decision Making
MILS 1200/1210	Introduction to Leadership Excellence I & II
MILS 145R	Introduction to Leadership Dynamics & Techniques
MILS 2200/2210	Advanced Organizational Leadership I & II
MILS 245R	Leadership Studies
MILS 3200/3210	Small Unit Leadership I & II
MILS 345R	Advanced Leadership Dynamics
MILS 4500	Advanced Leadership and Operations
MKTG 2200	Written Business Communication
MKTG 2390	Professional Business Presentations
MKTG 3650	Professional Selling
MKTG 3890	Career Preparation
MKTG 4220	Management Communication
MUSC 3412	Music Career Development
NSS 2010	Introduction to National Security
NURS 441G	Nursing in Global Perspective GI
NURS 4500	Nursing Leadership
NURS 4510	Clinical Assessment and Reasoning
NURS 6000	Leadership Development
NUTR 2020	Nutrition Through the Life Cycle
PETE 3100	Introduction to Physical Education Pedagogy
PETE 3450	Special Populations in Physical Education
PHIL 1250	Introduction to Logic and Critical Thinking
PHIL 2050	Ethics and Values
PHIL 205G	Ethics and Values GI
PHIL 3150	Philosophical Issues in Feminism
PHIL 3510	Business and Professional Ethics

PJST 3300	Introduction to Public Administration
POLS 1010	Introduction to Political Science
POLS 230G	Introduction to Political Theory
POLS 3250	Introduction to Law and Politics
POLS 3300	Introduction to Public Administration
POLS 3400	American Foreign Policy
POLS 359G	American Indian Law and Tribal Government GI
POLS 4720	Foundations of American Constitutionalism
POLS 4790	US Constitution
PSY 2250	Psychology of Interpersonal Relationships
PSY 2400	Positive Psychology
PSY 3460	Personality Theory
PSY 4100	Advanced Mediation & Negotiation
REC 3400	Risk Management
REC 3500	Recreation Administration
REC 385G	Ethical Concerns in Recreation
REC 4000	Outdoor Leadership
SLSS 1100	Stress Management – Hardiness
SLSS 1120	Leadership and Civic Engagement
SLSS 1200	7 Habits of Highly Effective People
SLSS 141R	University Forum
SLSS 2100	Major and Career Exploration
SLSS 2200/2300	Leadership Mentoring I/II
SLSS 2500	Leader: Strengths-Based Inner Coach
SLSS 3200	Leader: Teach & Mentor
SLSS 405 G	Leader: Global Contributor
SLSS 4800	Leader Capstone: Lifelong Change Agent
SOC 1020	Modern Social Problems
SOC 1200	Sociology of the Family
SOC 320G	Race and Minority Relations
SOC 3430	Sociology of Education
SW 371G	Diversity Issues in Social Work Practice
TECH 200G	Technology and Human Life SS GI
TECH 3000	Introduction To Technology Management
TECH 3400	Project Management
TECH 405G	Global Ethical and Professional Issues in Technology
TECH 4400	Advanced Project Management
THEA 4621	Theatre Administration

Student Leadership & Success Studies (SLSS) Certificate Path

In collaboration with the SLSS Department at UVU, you can earn a Certificate in “Leadership for Personal & Social Impact” through the SLSS department while on staying on track with the LEAD Program’s requirements through the CAL department.

See here for more info:

<https://www.uvu.edu/slss/degrees/leadership-certificate.html>

SLSS “Leadership for Personal & Social Impact” Certificate Requirements

Students will begin the leadership certificate program by building a lifelong foundation of principle-based behavior and habits (SLSS 1200). Next, students will learn to identify and leverage their own strengths and the strengths of others (SLSS 2500). In addition, students will learn to optimize their performance to become a powerfully effective facilitator of learning (SLSS 3200). Students will explore leadership through global, political, economic, social and behavioral systems (SLSS 405G), then complete a capstone project by proposing, leading and collaborating with others on a hands-on, real-world project (SLSS 4800).

Complete the following 5 courses (16 credits) while pursuing your degree

1. SLSS 1200: The 7 Habits of Highly Effective People (3 credits)
2. SLSS 2500 Leader: Strengths-based Inner Coach (3 credits)
3. SLSS 3200 Leader: Teacher and Mentor (3 credits)*
4. SLSS 405G Leader: Global Contributor (3 credits)**
 - Prerequisite: Placement of ENGL 1010 or higher
 - Course also counts as G/I (Global/Intercultural) requirement for graduation
5. SLSS 4800 Leader Capstone: Lifelong Change Agent (4 credits)

*Can be substituted with SLSS 2200**Can be substituted with SLSS 205G

All courses qualify for federal financial aid.

StrengthsFinder Assessment: 1st Year of Program

When beginning the program, you will take a StrengthsFinder assessment. This assessment will identify your top 5 strengths. You will then complete a Strengths Insight and Action-Planning Guide to establish specific goals for your leadership development and help you better understand how to use each strength in your relationships, career, school, leadership experience, etc....

360° Evaluation: 2nd Year of Program

The 360° Evaluation, which is administered by DecisionWise, gives you an objective evaluation of your leadership skills by collecting reflective data from yourself and from your associates.

DecisionWise will send you two emails; one will contain a link for you to take the survey yourself and another will contain a link for you to forward to your evaluators. You will need at least 15 other people to evaluate you. After completing your assessment, you will receive your 360° Feedback Report, training to review it, and guidance to develop your 360° Action Plan.

Each student in their second-year of the program will complete their 360° Evaluation at different intervals during the semester. Please talk with your Team Leader about the process to complete your evaluation.

We will have a training with DecisionWise staff members to help navigate the assessment and the next steps you can take in utilizing the information moving forward.

Semester Goals

Depending on your year in the program much of your experience should be shaped by either the StrengthsFinder (1st year) or 360° Action Plan (2nd year) evaluations. Each month set a specific goal based upon one of your top 5 strengths (1st year) or an area which you are focusing on for improvement from the 360° Action Plan (2nd). You should also report on the progress of your goal from the previous month.

Documentation:

Each semester you should reflect back on your progress towards the goal that you set for that month. Once you have evaluated your prior progress reset a goal for the coming semester.

Suggested writing points:

- What strides have you made to accomplish goals set in your StrengthsFinder or 360° Action Plan?
- How have you implemented your StrengthsFinder or 360° Action Plan goals into your experience?
- How have you utilized your strengths in your leadership opportunities?
- What interests, values, and goals are beginning to become apparent in your life?

UVU's LEAD Tracking System: Canvas

All program steps are completed and submitted through the LEAD Canvas course. As a department, CAL uses this platform to organize and track all associated LEAD requirements.

You will meet with your **Team Leader once a month** during the program and they will help guide you through any question or concerns that may arise. As always feel free to come in and talk with the CAL staff as well if you need any clarification.

Assignments Submitted Through Canvas

While in the program, you will be required to submit few assignments through canvas. The amount of assignments you are required to submit is less than that which has been required in prior years. However, the expectation of the quality of the submissions has increased. Submissions that are received with poor grammar, lack of punctuation, and lack of structure will be returned for revisions.

Required Submissions are as follows:

YEAR ONE STANDARD DISTINCTION

YEAR TWO HIGH DISTINCTION

Semester 1	Semester 2	Semester 3	Semester 4
Action planning Guides & Smart Goals (Strengths Finder) At the end of each semester submit a reflection on how you did with your action planning guides and SMART goals.	Action planning Guides & Smart Goals (Strengths Finder) At the end of each semester submit a reflection on how you did with your action planning guides and SMART goals.	Action planning Guides & Smart Goals (360 Training) At the end of each semester submit a reflection on how you did with your action planning guides and SMART goals.	Action planning Guides & Smart Goals (360 Training) At the end of each semester submit a reflection on how you did with your action planning guides and SMART goals.
Submit a one-page summary of what you learned from one of your workshops and include a paragraph on how you will incorporate what you learned into your personal life.	Submit a leadership based assignment from your course	Submit a leadership based assignment from your course	Submit a leadership based assignment from your course
Each semester, choose one of the topics from your concept cultivators,	Each semester, choose one of the topics from your concept cultivators,	Each semester, choose one of the topics from your concept cultivators,	Each semester, choose one of the topics from your concept cultivators,

teach 4 or more people about the topic, and submit your presentation that was used to teach this topic. – Include a works cited page or a works cited slide is your chosen APA/MLA format. You must have 3 at least 3 references.	teach 4 or more people about the topic, and submit your presentation that was used to teach this topic. – Include a works cited page or a works cited slide is your chosen APA/MLA format. You must have 3 at least 3 references.	teach 4 or more people about the topic, and submit your presentation that was used to teach this topic. – Include a works cited page or a works cited slide is your chosen APA/MLA format. You must have 3 at least 3 references.	teach 4 or more people about the topic, and submit your presentation that was used to teach this topic. – Include a works cited page or a works cited slide is your chosen APA/MLA format. You must have 3 at least 3 references.
Fall Semester: 2-page written reflection on your leadership experience.	Fall Semester: 2-page written reflection on your leadership experience.	Fall Semester: 2-page written reflection on your leadership experience.	Fall Semester: 2-page written reflection on your leadership experience.
Spring Semester: Written or multi-media reflection on your leadership experience including a SWOT analysis on yourself as a leader in your experience.	Spring Semester: Written or multi-media reflection on your leadership experience including a SWOT analysis on yourself as a leader in your experience.	Spring Semester: Written or multi-media reflection on your leadership experience including a SWOT analysis on yourself as a leader in your experience.	Spring Semester: Written or multi-media reflection on your leadership experience including a SWOT analysis on yourself as a leader in your experience.
			Capstone Project

SWOT Analysis

During Spring Semester you will be doing a written or multi-media reflection on your leadership experience. This will include doing a SWOT analysis on yourself as a leader.

The purpose of a SWOT analysis is to identify one’s strengths, weaknesses, opportunities, and threats. For this assignment you will need to identify three of your strengths, 3 of your weaknesses, 3 of your opportunities, and 3 of your perceived threats as it relates to your leadership experience.

4th Semester Capstone Project

Summarize what you’ve learned in the LEAD program through your chosen medium. Be creative. This could be, a song, dance, poem, collage, poster board, etc. The idea is to create something you can display to show what you’ve learned in LEAD and the benefit this program has brought you. You must get approval for your project from Belinda or Natalie. This project can be done on an individual basis or in a group. This project will be showcased at the Graduation Gala.

Reflections

Reflections are designed to help you take time to cultivate your experience in the program and to aid in tracking your leadership development. You must appropriately cite any references made (including interviews).

Your reflections must be completed & submitted online

(Submitted through Canvas) by 11:59 PM

on the last day of each month.

After your reflections are submitted, it will be reviewed by your Team Leader (Year 1) or your UVU staff member (Year 2) during your monthly one-on-one. Your reflection may be reviewed by the CAL Staff and/or your Program Coordinator.

Your team leader or program coordinator will provide feedback on submissions. Some of the feedback may include corrections or edits needed. If those pieces are needed, make the adjustments and resubmit no later than the 15th of the following month.

References

When completing your Concept Cultivators as well as your Information Interview Reflection (if you don't attend A Night with the President), you are required to reference at least one scholarly article, journal, report, or book per reflection. You can locate references by using Google Scholar or the UVU online Library. Through these search engines, you can access a variety of scholarly information by typing in your desired topic.

YOU ARE REQUIRED TO CITE YOUR SOURCES. If you choose to refer to any other (quotes, literature, interview comments, etc...) you MUST cite the reference you gathered the information from.

To ensure that your references are scholarly and that it is related to leadership, make sure you are utilizing the below search engine options. If you have any questions, you can submit the article to your Team Leader who can help you identify whether or not your reference has a leadership component.

Search Engines:

Google Scholar: <https://scholar.google.com>

UVU Library: www.uvu.edu/library

Citation help: www.citationmachine.net

Program Expectations

General Requirements

LEAD Program students must maintain the designated GPA requirement per their cohort and be enrolled as a UVU student during their participation in the program. Scholarship students must meet the GPA per their cohort and be enrolled in and pass at least 12 credit hours each semester.

Students who fall below the required GPA or do not fulfill the required credit hours may be placed on probation for the following semester and must meet regularly with an office administrator to create a focused plan for academic success.

LEAD Program Completion

It is expected that each student in the program will complete a minimum of two semesters in the program to receive a Standard Certificate. Students desiring to earn High Distinction must complete four semesters. Upon completion of the four semesters, students will receive a stole to wear at graduation, recognition of program completion on their transcript, and a departmental letter of recommendation.

Students who do not complete all necessary work by the end of the semester may be placed on probation for the following semester or dismissed from the program.

Scholarship students who are absent from required events without prior approval may also be put on probation from the LEAD Program. The terms of probation will be determined on an individual basis.

Any cohort may at any point adjust the requirements, policies, and procedures within their designated LEAD Program (in consultation with the CAL Department). If changes do occur, students will be informed, trained, and new expectations will be discussed.

Professional Attire Guidelines

Students should dress professionally to a variety of different events, conferences, interviews, and additional events as directed unless otherwise specified.

In general, students can wear button-up shirts, ties, dress pants, suit, suit jacket, conservative skirts (knee length or longer), blouses, dress suits, or dress slacks. Dress shoes should be worn. Also, please avoid wearing sandals or flip flops. Jean material is not appropriate for either a student's shirt or pants.

Proper care of clothing and person should be evident (i.e. no wrinkled clothing, clean hair, proper hygiene, etc).

Though out the program you will be involved in a variety of different events and activities. As such the dress code will not always be formal. With this in mind you should still always dress in a clean and respectful manner as you serve as representatives of the university.

If at any time a student violates the dress code in anyway, a warning will be extended and the student will be expected to adhere to the instruction.

If you have any additional questions or concerns regarding the LEAD Programs professional dress standards, please contact someone in the CAL office. If certain dress code exceptions or accommodations are needed, please also contact someone in the CAL office.

Code of Conduct

Violation of any rule, policy, or law given by Utah Valley University, Summerwood, Student Housing, or State and Federal Government may result in disciplinary action and possible revocation of any scholarships and/or expulsion from the program.

Discipline Process

➤ Purpose of the disciplinary code

- The Center for the Advancement of Leadership's aim is to encourage improvement in individual conduct and performance. This code sets out the action which will be taken when the agreements appertaining to the students are broken and provides a fair, effective and consistent method of dealing with disciplinary matters.

➤ Principles

- Students are expected to know about the monthly submissions, events/meetings, and other required work that is expected of them.
- No student will be dismissed for a first breach of discipline, except in cases of gross misconduct.
- Students have the right to appeal against any disciplinary action taken.

➤ Requirements

- All Students are required to complete all of the following:
 - Mentor Meetings Participation
 - Leadership Course(s) Completion
 - Leadership Experience Approval
 - Monthly Written Submissions via Canvas
 - Information Interview Reflection

Disciplinary Action

- The CAL Staff is responsible for identifying clear deadlines for various submissions and requirements. These deadlines will be communicated to LEAD Participants.
- If a student does not complete the requirements outlined in the LEAD Program by the deadlines provided, the student will be put on probation and will not be able to participate in the LEAD Program for at least 1-2 semesters. (ie, if a student does not complete the Fall 2017 through Spring 2018 requirements, the student will be offered the option to return in Fall 2019 to start again.

If a student feels that anything included in this document is discriminatory in anyway, they can contact UVU's Equal Opportunity and Affirmative Action Office by calling 801.863.5704.

CAL Events

Many dates are required for all LEAD cohort students while others are optional.

The Center for the Advancement of Leadership Calendar 2019-202

CALendar 2019

AUGUST				
August 16	Wolverine Summit	2 pm	Ballroom	Everyone
August 17	LEAD Program Retreat	9 am – 3 pm	Centre Stage	Everyone
August 19	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
August 26	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
SEPTEMBER				
September 2	LABOR DAY	NO SCHOOL	NO SCHOOL	Everyone
September 9	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
September 12	Meet Your Mentor	6 pm – 8 pm	Ballroom	Everyone
September 16	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
September 23	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
September 30	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
OCTOBER				
October 7	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
October 14-20	FALL BREAK	NO SCHOOL	NO SCHOOL	Everyone
October 21	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
October 28	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
NOVEMBER				
November 4	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
November 11	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
November 13	Winter Social	4 pm – 6 pm	Centre Stage	Everyone
November 18	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
November 25-31	THANKSGIVING BREAK	NO SCHOOL	NO SCHOOL	Everyone

DECEMBER

December 2	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
December 9	FINALIS WEEK	ALL WEEK	UVU	Everyone
Dec. 15 - Jan. 5	NO SCHOOL	NO SCHOOL	NO SCHOOL	Everyone

Calendar 2020

JANUARY

January 6	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
January 13	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
January 15	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
January 20	MLK DAY	NO SCHOOL	NO SCHOOL	Everyone
January 27	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester

FEBRUARY

February 3	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
February 10	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
February 17	PRESIDENTS DAY	NO SCHOOL	NO SCHOOL	Everyone
February 24	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester

MARCH

March 2	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
March 6	NSLS Comedy Night	6 pm – 8 pm	Reagan Theater	Everyone
March 9	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
March 16-22	SPRING BREAK	NO SCHOOL	NO SCHOOL	Everyone
March 23	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester
March 30	Leadership Workshop	4 pm – 5 pm	SA 308	1 st Semester

APRIL

April 8	Graduation Gala	6 pm – 8 pm	Ballroom	Everyone
April 27	FINALIS WEEK	ALL WEEK	UVU	Everyone



Directory

DESTINATION	BUILDING CODE	KEY	DESTINATION	BUILDING CODE	KEY
Admissions Visitor Lot		D3	McKay Education	ME	D7
Alumni Center	AL	F1	National Guard (West Campus)	NG	B2
Brent Brown Ballpark		C3/C4	Noorda Theatre & Box Office		F3
Browning Administration	BA	D3	Parking Garage		E4/E5
Business Resource Center	BR	C2	Parking Services (Facilities Complex)		H3
Computer Sciences	CS	F4	Physical Education	PE	D4/D5
Continuing Education 1	CE1	E5	Pope Science	PS	D4
Continuing Education 2	CE2	H2	RDTC	RC	H2
Environmental Technology	EN	D4	School Community University Partnership	SCUP	C8
Extended Education	EE	G2	Science Building	SB	D4
Facilities Complex		H3	Sorensen Center	SC	E4
Faculty Annex	FA	F3	Student Life & Wellness Center	SL	E4/E5
Gunther Technology	GT	F3	Sparks Automotive	SA	E3
Hal Wing Track		C6/C7	TRIO Upward Bound	TRIO	D7
Health Professions (West Campus)	HP	A2	University Police	SA	F3
Institutional Residence	EN	G4	Utah County Academy of Sciences	UCAS	E7/D7
Lakeside Visitor Lot		E3	UCCU Center	EC	D5
LDS Institute		E4	UCCU Center Visitor Lot		C5
Liberal Arts	LA	D5	Web Development	WD	G1
Library	LI	D6	Wee Care Center		G1/G2
Losee Center	LC	E4	Wolverine Service Center	WS	B7
Marketing Building	MA	F1	Woodbury Business	WB	E3



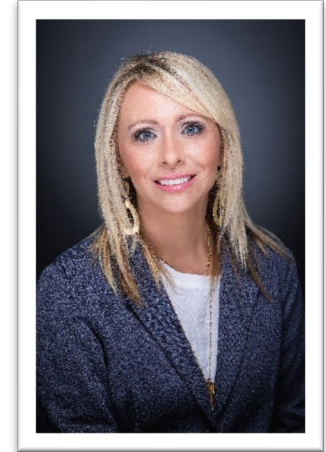
CAL Contact Information



Belinda S. Han
CAL Director
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801-863-1008



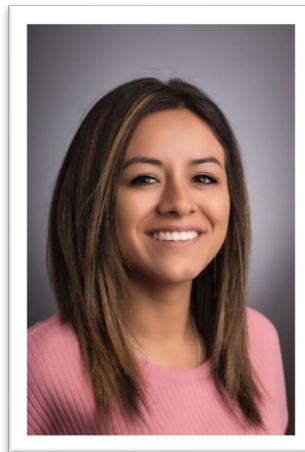
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801-863-6466

CAL Office Contact Information:

Phone: 801.863.6466

Email: cal@uvu.edu

Location: LC 302

Resources for Success

Visit here for in depth

Campus Resources:

https://www.uvu.edu/firstyear/docs/resources_for_success.pdf

Student Health Services

Student Health Services has a staff united in the goal of serving students in a caring and competent manner. We have low cost and available service for UVU students in the areas of medical and psychiatric care, psychological services, learning disability assessment services, and suicide awareness and prevention. We offer life and health enhancing services that increase safety, productivity and life experience of the individual and the campus.

Office Hours

UVU Student Health Services General Office Hours:

Monday, Wednesday & Thursday 8-7, Tuesday & Friday 8-5

Medical Services Hours:

Monday, Wednesday & Thursday 9-7, Tuesday & Friday 9-4

Psychiatric Services Hours:

Monday-Thursday 9-4

Mental Health Services Hours:

Monday-Friday 8-5

Learning Disability Assessment Services Hours:

Monday-Friday 8-5

Crisis Services Hours:

Monday-Friday 8-5

After Hours Crisis:

Call 1-800-273-TALK (8255)

Crisis Services

In Case of Emergency

Call one of the following:

- National Suicide Prevention Lifeline:
1-800-273-TALK (8255) *(24-hour service)*
- Wasatch Mental Health
801-373-7393 *(24-hour service)*
- Dial 9-1-1 and ask the police for assistance
- Take yourself to your local hospital emergency room

- Text "**START**" to 741741 to connect with a counselor at Crisis Text Line
- The *SafeUT* app is available to download for free at either the Apple *App Store* or *Google Play*

If you are a current term registered UVU Student:

Call for an appointment at UVU Student Health Services (801-863-8876, M-F 8am-5pm). If you are currently in a suicide crisis, notify the person answering the phone that this is an emergency for priority scheduling.

Mental Health Services

We provide assessment and treatment for a variety of mental health concerns such as anxiety, depression, eating disorders, trauma, grief, substance abuse, and relationship issues. We offer therapy in a number of formats including: individual therapy, group therapy, and couple’s therapy.

How to Make an Appointment

Please call us at 801-863-8876 to make your first appointment. Please let our support staff know what type of therapy you are seeking (e.g., individual therapy vs. couple’s therapy).

Due to the high demand for our therapy services, you will need to be enrolled in 9+ credit hours to receive individual therapy. Proof of current enrollment is required. If you are enrolled in 8 credit hours or less we encourage you to come to one of our FREE therapy groups on the day and time that is most convenient for you.

Cost of Services

Individual Therapy: \$10/session *(Must be enrolled at least 9 credit hrs)*

Couple’s Therapy: \$10/session *(Must be enrolled at least 9 credit hrs)*

Group Therapy: Free *(Must be enrolled at least 1 credit hr)*

Please note: If you are in a suicidal crisis, emergency services are available to all UVU students. If you are in need of assistance for a crisis, please come into our office for walk-in hours available from 8am - 5pm Monday-Friday.

Medical Services

We provide various basic medical services, testing, and procedures for students on campus. No insurance is required.

Services Offered

Allergies	Injury	Lab Services
Anxiety	Prenatal Care	Prescriptions Advice
Depression	Prevention Health Care	Sexually Transmitted Infections
Eating Disorders	Tuberculosis Testing	Women’s Health
Illness	Immunizations	

Cost of Services

Allergy Immunization \$2.00
Antibiotic Injection \$10.00

Breathing Treatment \$15.00

CBC w/Differential \$5.00
CMP \$10.00

Drug Testing \$100.00
TDAP \$35.00

EKG \$10.00

Free T3 \$15.00
Free T4 \$10.00

Glucose (Finger) \$5.00

Hepatitis A or B \$40.00 - \$45.00 (per shot)
Hepatitis A/B Combo \$80.00 (per shot)
HG (Finger) \$5.00
HGAIC \$10.00

In Office Procedure \$20.00 - \$40.00
Insulin \$10.00
IUD Placement \$50

Lab as per order - Request List/Pricing
Lab Review \$5.00 - \$20.00
Lipid \$10.00

Medication Refills \$5.00 - \$10.00
Missions Physical \$50.00
Mono Test \$10.00

Office Visit \$10.00 - \$20.00
Office Visit Faculty & Staff \$20.00 - \$30.00

Pap Smear \$45.00
Physician Exam \$20.00
Physician Procedures \$40.00
Pregnancy Test (urine) \$5.00
Pregnancy Test (blood) \$10.00

Rapid Flu \$20.00
Rapid Strep \$10.00

TB Skin Test \$10.00
Tetanus \$35.00
Throat Culture \$10.00
Thyroid Panel \$40.00
TSH \$15.00

UA Culture \$15.00
UA Dip \$5.00

Wart Removal \$20.00

LEAD Reflective Writing

	Excellence - 4	Excellence/Effort - 3	Effort - 2	Motions - 1
<p>Clarity and writing mechanics</p> <p>Papers need to have a focus and structure. Poorly written papers will be disjointed, interrupted thought process with little or no focus.</p>	<p>Clear writing, correct grammar and punctuation, turned in on time, correct citations</p>	<p>Few or no typos, turned in on time, correct citations</p>	<p>Few or no typos, turned in on time, missing or incorrect citations</p>	<p>Substantial errors in grammar, spelling, or punctuation, turned in late, missing or incorrect citations</p>
<p>Depth of reflection</p> <p>The reflections should be explicitly grounded in your readings, experiences in class(es), or other related events in your life. Highly rated papers will draw on specific examples from a variety of sources to document and demonstrate learning. Poorly written would draw on few or no sources.</p>	<p>Demonstrates a conscious and through understanding of the writing prompt and the subject matter. This reflection can be used as an example for other students</p>	<p>Demonstrates a thoughtful understanding of the writing prompt and the subject matter.</p>	<p>Demonstrates a basic understanding of the writing prompt and the subject matter</p>	<p>Demonstrates little or no understanding of the writing prompt and the subject matter. This reflection needs revision.</p>
<p>Metacognition</p> <p>This category shows insight into the way you see yourself learning best. More importantly beyond this setting and in your broader life.</p>	<p>Very clear on developing their own life learning process, evidence presented for implications in the academic setting and the real world.</p>	<p>Demonstrates a thoughtful consideration of the learning process and offers pathways into the future.</p>	<p>Basic understanding of own metacognition in this process and attempts to apply to life.</p>	<p>No reference to any learning analysis on this reflection.</p>
<p>Connection to Leadership Theory</p> <p>The reflection focuses on the individual's practice of leadership theory. Highly rated papers will explicitly connect the ideas of leadership to their own thoughts about development as leader. Reflections that are competent will address the academic consideration (tie in) but will remain unconnected to their own experience.</p>	<p>Exceptional connections made between leadership material, theory and personal growth and development.</p>	<p>Good, clear connections made with only some clear examples presented.</p>	<p>Adequate connections made but examples were only noted</p>	<p>Largely unconnected, material(s) kept at a theoretical distance</p>