

# **10 STEPS TO ACHIEVE YOUR LEADERSHIP CERTIFICATE**

**Step 1:** Complete the application online at [www.uvsc.edu/leadership](http://www.uvsc.edu/leadership), along with the LPI Online Survey.

**Step 2:** Participate in a self- and peer-assessment process (360°).

**Step 3:** Keep a journal of your personal leadership journey, development, learning and reflection.

**Step 4:** Meet with your mentor twice per semester, and attend monthly Mastermind sessions (Keep in Journal).

**Step 5:** Maintain a 2.5 GPA. Take the following leadership courses: (no grade lower than a “C-“)

- ▶ Certificate of Leadership With High Distinction (4 required courses/1 elective)
- ▶ Certificate of Leadership With Distinction (3 required courses/1 elective)
- ▶ Certificate of Leadership (3 required courses)

**Step 6:** Attend workshops and/or seminars, both on and off campus; designed to advance your leadership skills and competencies. (Must be approved through Director, Dr. Bruce Jackson).

- ▶ Certificate of Leadership With High Distinction (45 hrs)
- ▶ Certificate of Leadership With Distinction (30 hrs)
- ▶ Certificate of Leadership (15 hrs)

**Step 7:** Participate in personally designed or Team project(s) to enhance your leadership skills.

- ▶ Certificate of Leadership With High Distinction (60 hrs)
- ▶ Certificate of Leadership With Distinction (45 hrs)
- ▶ Certificate of Leadership (30 hrs)

**Step 8:** Capstone Experience: Interview and learn from leaders in your chosen major or profession.

- ▶ Certificate of Leadership With High Distinction (five interviews and seven-page report)
- ▶ Certificate of Leadership With Distinction (three interviews and five-page report)
- ▶ Certificate of Leadership (one interview and three-page report)

**Step 9:** Portfolio Review and Certification.

Each student wishing to complete any of the three levels of the leadership certificate will provide a portfolio of accomplishment to ensure all requirements have been completed.

**Step 10:** Use the CAL to help promote you to your next employer!

After the portfolio review, each student will receive his/her Leadership Certificate which will be an official part of their college transcripts. The Center for the Advancement of Leadership will then assist each student writing a letter of recommendation, act as a formal reference, and generally promote students when searching for the perfect career opportunity.

*\*Leadership Certificate is adaptable to every degree; see your Department Advisor for specifics!*

