

3 STEPS TO LEADERSHIP CERTIFICATION

For students interested in achieving leadership certification in a more streamlined fashion, a 3-Step model provides an opportunity for cultivating your personal, professional and leadership potential.

To complete the 3-Step Leadership Certification Program (LCP), simply complete the *Leadership Certification Application* form. Submit the form to the Center for the Advancement of Leadership, WB 236. Upon receipt of your application, the following requirements need to be demonstrated.

Step 1 Coursework in Leadership

Complete or have completed 3 of the 5 following leadership courses (no grade lower than a C-) plus one leadership elective (see green *Leadership Courses and Electives* document for options). A total of 12 credits are required. A minimum GPA of 2.5 is required for certification.

▶ Principles of Leadership	MGMT 1250	3 Credits
▶ Principles of Personal Excellence	MGMT 2450	3 Credits
▶ Interpersonal Communication	COMM 2110	3 Credits
▶ Principles of Management	MGMT 3010	3 Credits
▶ Leadership Process	MGMT 3500	3 Credits

Step 2 Workshop/Seminar Hours

Attend 15 hours of workshops and/or seminars, either on or off campus. This requirement is designed to advance your leadership skills and competencies. There are several options available to meet the requirements, including attending monthly MasterMind sessions, Executive Leadership Series, attending conferences, book reviews, and many others (see *Leadership Certification Resources and Suggestions* document for additional options). (Off-campus workshops must be pre-approved through Director, Dr. Bruce Jackson.)

Step 3 Leadership Experience

Participate in individual or team project(s) to enhance your leadership skills. A total of 60 hours is required. Students may demonstrate their leadership experience on campus (i.e., student government, clubs, service learning, etc.) or off campus (i.e., internships, service projects, etc.). *With either on- or off-campus experiences – or a combination of options, students need to demonstrate that they have been in a leadership role.*

Keep copies of all your course syllabi, log your workshop/seminar hours and keep track of leadership experience hours. Tracking your progress in these areas is simple. Use the templates provided by the CAL (downloadable at www.uvu.edu/leadership, click on Student Resources). Upon completion of these requirements, simply review your accomplishments with the CAL director.

Once you have achieved Leadership Certification, use the CAL for ongoing support and promotion through personal letters of recommendation, character references, and acknowledgement of your achievement on your official college transcripts.

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



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the ADVANCEMENT
of LEADERSHIP