

# **10 STEPS TO ACHIEVE YOUR LEADERSHIP CERTIFICATION FOR BUSINESS MANAGEMENT AND BUSINESS/MARKETING EDUCATION**

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

**Step 2:** Participate in a self- and peer-assessment process (360°). (\$75 fee required).

**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 (record in journal).

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

- ▶ Certification of Leadership with High Distinction (4 core courses/1 elective)
- ▶ Certification of Leadership with Distinction (3 core courses/1 elective)
- ▶ Certification of Leadership (3 core courses)

**MGMT 3010, MGMT 4800 and MGMT 495R count for your major and for your Leadership Certification.**

**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).

- ▶ Certification of Leadership with High Distinction (45 hrs)
- ▶ Certification of Leadership with Distinction (30 hrs)
- ▶ Certification of Leadership (15 hrs)

**MGMT 495R counts toward your major and provides seminar hours for your Leadership Certification. Monthly “Mastermind” sessions presented by CAL also provide seminar hours.**

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

- ▶ Certification of Leadership with High Distinction (60 hrs)
- ▶ Certification of Leadership with Distinction (45 hrs)
- ▶ Certification of Leadership (30 hrs)

**Several opportunities for leadership may already exist in your department. See the CAL Director and/or your department chair to discuss options that will best suit your major, interests, and desired experiences.**

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

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

**Work with your department chair and/or CAL director to identify interview candidates that.**

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

Each student wishing to complete any of the three levels of the Leadership Certification 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 Certification, which will be an official part of his or her college transcripts. The Center for the Advancement of Leadership will then assist each student by writing a letter of recommendation, acting as a formal reference, and generally promoting students while they search for the perfect career opportunity.

