

10 STEPS TO LEADERSHIP CERTIFICATION

Step 1 Application Process

Complete & submit the application to the Center for the Advancement of Leadership (CAL). The application can be found online at www.uvu.edu/leadership, or in the CAL office, WB 236.

Step 2 360 Evaluation (other assessments offered upon request)

Participate in a self- and peer-assessment process (360°). Note: others assessments such as the Meyers Briggs, Strong Interest, and others are available upon request).

Step 3 Leadership Journal

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

Step 4 Mentor Meetings

Meet with your mentor monthly and document experiences in your journal. *

- ▶ Freshmen & Sophomores (Life Coach)
- ▶ Juniors & Seniors (Discipline Specific Mentors)

Step 5 Coursework in Leadership

Maintain a minimum 2.5 GPA. Take the following leadership courses: (no grade lower than a “C-“). Keep a copy of the syllabus in your portfolio. *

- ▶ Certificate of Leadership With High Distinction (4 required courses/1 elective) (15 credits)
- ▶ Certificate of Leadership With Distinction (3 required courses/1 elective) (12 credits)
- ▶ Certificate of Leadership (3 required courses) (9 credits)

Step 6 Workshop/Seminar Hours

Attend workshops and/or seminars, both on and off campus; designed to advance your leadership skills and competencies. The first Monday of every month CAL sponsors a MasterMind Meeting which you should schedule to attend. Other workshops and/or seminars you attend must be approved through Director, Dr. Bruce Jackson. Each meeting/speaker counts for 1 seminar hour. Use the *Template of Learning & Application* to summarize your learning. Keep in your portfolio. *

Step 7 Leadership Experience*

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

Step 8 Capstone Experience

Maintain a 2.5 GPA. Take the following leadership courses: (no grade lower than a “C-“). Keep a copy of the syllabus in your portfolio.

- ▶ Certificate of Leadership With High Distinction (4 required courses/1 elective) (15 credits)
- ▶ Certificate of Leadership With Distinction (3 required courses/1 elective) (12 credits)
- ▶ Certificate of Leadership (3 required courses) (9 credits)

Step 9 Portfolio Review and Certification

Each student wishing to complete leadership certification at any of the three levels will provide a portfolio of accomplishment to a member of the CAL Staff for final review and certification.

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

After the portfolio review, you will have achieved leadership certification. This will be an official part of your college transcript. The Center for the Advancement of Leadership will then provide you a formal letter of recommendation, act as a formal reference, as you apply for graduate schools and/or seek employment.

* Templates may be downloaded at the CAL web-site to track certification progress.

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



**THE CENTER for
the ADVANCEMENT
of LEADERSHIP**