Instructions
The Leadership Certificate Portfolio is the culmination of the Program and provides documentation of how students have grown as a person and as a leader during their experience in the Program. To this end, there are several specific elements that we look for in all Leadership Certificate Portfolios:

- Personal Introduction
- Personal Development Plan
- Four Leadership Programs
- Two Leadership Classes
- Two Non-Classroom Team Experiences

Please review the student’s portfolio by looking at the various elements and provide feedback accordingly by typing into this form where it says “Feedback for Student.” If a requirement is met, check the box next to the requirement. The portfolio must include all of the required elements and it should be well-polished (i.e., organized, eye-catching, proper use of grammar, etc.).

Personal Introduction
☐ Introduction is 300-500 words (at least one page)
☐ This section includes:
  o A description of the student and why they enrolled in the Leadership Certificate Program (i.e., name, hometown, major, etc.)
  o Overall lessons learned through the Leadership Certificate Program

Recommendation
☐ Meets requirements
☐ Does not meet requirements/still needs work

Feedback for Student:

Personal Development Plan (PDP)
☐ Personal mission statement
  ☐ Statement is 300-500 words (at least one page)
  ☐ This section details:
    o how the student defines leadership
    o the student’s life goals
    o how learning leadership skills fits into the realization of those goals
    o the student’s core values and why they are important
    o why the student enrolled in the Leadership Certificate program

☐ Reflection on two major improvement goals
  ☐ Reflection is 300-500 words (at least one page total)
  ☐ This section is:
    o specific and measurable
    o includes why the areas are important
    o includes how the student will know they have reached their goal
☐ Reflection on growth in the 11 skills and attributes (may be in table format)
  ☐ For each of the 11 skills and attributes, the objective description is at least 75 words and each evidence description is at least 75 words
  ☐ For each of the 11 skills and attributes, the student discusses:
    o how they would like to improve as a leader within the context of each of the 11 skills and attributes
    o how they will achieve improvement within each goal
    o how they accomplished the goals they set (examples are provided as evidence)

<table>
<thead>
<tr>
<th>Skill/Attribute</th>
<th>Leadership Objective</th>
<th>Evidence</th>
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<tbody>
<tr>
<td><strong>Self-Development</strong></td>
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<td>• Self-Awareness</td>
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<td>• Self-Management</td>
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<td><strong>Interpersonal Development</strong></td>
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<td>• Relationship Building</td>
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<td>• Ethical Practices</td>
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<td>• Team Development</td>
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<td><strong>Organizational/Group Development</strong></td>
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<td>• Leading Change</td>
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<td>• Project and Program Effectiveness</td>
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<td>• Systems Thinking</td>
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<td>• Community Building</td>
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<td><strong>Transitional Development</strong></td>
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<td>• Sustaining Leadership</td>
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</tbody>
</table>

**Recommendation**
☐ Meets requirements
☐ Does not meet requirements/still needs work

*Feedback for Student:*

**Four Leadership Programs**
☐ One reflection per leadership program
☐ Each reflection is 300-500 words (at least one page)
☐ At least three are i-Programs (Integrity, Imprint, Insight, Ignite, Intersect) and/or LeaderShape.
☐ Reflections highlight skills learned and the connection to improvement goals. They include how the student has applied skills and knowledge learned.

**Recommendation**
☐ Meets requirements
☐ Does not meet requirements/still needs work

*Feedback for Student:*
Two Leadership Classes
☐ One reflection per leadership class
☐ Each reflection is 300-500 words (at least one page)
☐ Reflections highlight skills learned and the connection to improvement goals. They include how the student has applied skills and knowledge learned.

Recommendation
☐ Meets requirements
☐ Does not meet requirements/still needs work

Feedback for Student:

Two Non-Classroom Team Experiences
☐ One reflection per non-classroom team experience
☐ Each reflection is 300-500 words (at least one page)
☐ Reflections discuss how the student applied their leadership skills in each environment

Recommendation
☐ Meets requirements
☐ Does not meet requirements/still needs work

Feedback for Student:

Optional Elements
☐ Additional Reflections
   o Program Certificates
   o Photos
   o AGED 260 PDP
   o Resume
   o Future Goals

Recommendation
☐ Meets requirements
☐ Does not meet requirements/still needs work

Feedback for Student:

FINAL RECOMMENDATION
☐ Portfolio is complete
☐ Portfolio needs revisions