



# Level 3 Leadership Certification Program

(as of September 2017)

**PREREQUISITE:** Successful completion and documentation of Levels 1 & 2

**Step 1:** Meet with the Director of CLE and/or their designee in the Center for Leadership & Engagement to discuss interest and proposal of ideas. Email [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu) to set up an appointment.

**Step 2: ENGAGEMENT:** Here are some ideas to consider for your Level 3 capstone leadership project:  
(Must complete minimum of 16 hours)

- ✓ Complete the "Advanced Group Leadership" training course with Quest and serve as a Teambuilding & Small Group Facilitator for student organizations & community clientele.
  - Must have completed Level 2 Group Leadership Track with Quest
  - Contact Quest to set up an appointment to discuss options: [boehmke@bloomu.edu](mailto:boehmke@bloomu.edu)
- ✓ Serve as a CLE Level 1 Leadership Workshop Facilitator or co-presenter.
  - Contact GK in Center for Leadership & Engagement to set up an appointment to discuss
- ✓ Organize, Lead & Assess a "large campus event" or series of smaller events with intentional theme/vision that connect them all together.
  - Must identify a faculty/staff/alum to serve as Capstone Project Coach/Mentor
- ✓ Organize, Lead & Assess a "large community service or civic engagement initiative" or series of smaller initiatives with intentional theme/vision that connect them all together.
  - Must identify a faculty/staff/alum to serve as Capstone Project Coach/Mentor
- ✓ Complete a field experience (*in connection with a faculty, staff or BU alum*) within 1 of 10 focus areas:
  - Educational Instruction Leadership
  - Community Engagement Leadership
  - Greek Affairs Leadership
  - Group Leadership
  - LGBTQA Advocacy Leadership
  - Military Leadership
  - Social Justice Leadership
  - Sports and Fitness Leadership
  - Student Organizational Leadership
  - Vocation Exploration Leadership
  - Wellness Education Leadership



**Step 3: WORKSHOPS: Branding & Interviewing** (2 hours)

Offered at the annual Husky Student Leadership Summit on Saturday, February 24, 2018 in Kehr Union or by appointment through the Center for Professional Development & Career Experience in Student Services Center.

- ✓ Attend 1 professional prep consultation meeting about "How to Brand Yourself as a Husky Leader" and "Connecting Your Leadership Experiences with Your Academic Major or Discipline."
- ✓ Complete a "Mock Interview" to present your brand and what you've learned through Levels 1, 2, and 3.

**Step 4: Submission of artifacts in an e-portfolio documenting the student's engagement from Step 2 in Husky Sync.**

**Step 5: Successful update of Co-Curricular Transcript with attached Student Learning Outcomes Achieved in Husky Sync.**

**Step 6: Submit to [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu) a Final Self-Reflection Report addressing the following questions:**

- What did you specifically do for this capstone project?
- What did you learn from this experience?
- How do you plan on applying what you've learned in the future?



# Leadership Certification Program (LCP)

## CLE Student Learning Outcomes

*As a part of the Center for Leadership & Engagement,*

- Participants will be able to provide evidence of experience in civic engagement activities and describe what they have learned about themselves as it relates to a growing sense of civic identity.
- Participants will be able to articulate strengths and challenges as leaders to increase effectiveness in different contexts.
- Participants will be able to generate and pursue opportunities to expand leadership knowledge, skills and abilities.

**All students (new and returning) must register online through the CLE website for the LCP if they want to participate in any of the three levels in the 2017-18 academic year.**

*Any registration forms completed prior to August 18, 2017 will not be valid for the 2017-18 LCP program.*

## To register for the LCP:

Click on the **maroon button** that says "Leadership Certification Program" on the CLE website <http://cle.bloomu.edu/> and complete the registration link. Then, follow the instructions on the "Level 1" page as to how to sign up for the workshops and document your required activity engagement and community service hours in Husky Sync.

## **Earn 1 GEP for Citizenship that you can apply towards your degree for graduation!**

**All you need to do is complete Levels 1 and 2 of the Leadership Certification program (LCP).**

**\*NEW for 2017-18 Academic Year\*:**

*TWO REGISTRATION STEPS for the GEP! Register for the LCP on CLE website plus...*

**If you want to earn the GEP in Fall 2017,** you must register through MyHusky and add it to your class schedule. The class title is "CLE 101 - 01 STUDENT AFFAIRS LEADERSHIP CERTIFICATION PROGRAM." Only students who add it to their course schedule by the Fall Add/Drop deadline will be eligible to earn the GEP in the fall semester.

**If you want to earn the GEP in Spring 2018,** you must register through MyHusky and add it to your class schedule. The class title is "CLE 101 - 01 STUDENT AFFAIRS LEADERSHIP CERTIFICATION PROGRAM." Only students who add it to their course schedule by the Spring Add/Drop deadline will be eligible to earn the GEP in the spring semester.

## Explore Ways to use your Leadership Certification!

- Apprenticeship in Center for Leadership & Engagement
- Board of Governor's (BOG) Program
- Community Government Association (CGA) Senator
- Community Assistant (CA)
- Husky Ambassador
- Learning Community (LC) Mentor
- Mi Segunda Casa Learning Community
- Orientation Workshop Leader (OWL)
- Presidential Leadership Program (PLP)
- Program Assistant
- Quest Outdoor Leadership Program
- Service Project Volunteer Coordinator
- Student Athlete
- Student Organization/Club Executive Board Member
- Student Staff Assistant (SSA)
- ZIPD Program in Ziegler College of Business



Questions about the Leadership Certification Program (LCP) and/or the GEP for Citizenship: [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu)



# Level I Leadership Certification Program

(as of September 2017)

**Step 1:** To begin, please go to the CLE website <http://cle.bloomu.edu/> and click on the **maroon button** that says "Leadership Certification Program." Complete the Registration and Level 1 Pre-Assessment Survey.

**Step 2:** Go into Husky Sync and join the CLE portal. Click on the **blue button** that says "Join" after searching for the CLE portal (Center for Leadership & Engagement). All Activity Engagement and Community Service hours must be submitted in Husky Sync.

**Step 3:** Complete the following Workshop & Engagement requirements:

### **WORKSHOP Requirements (Must complete all 8 workshops in any order. Sign up under "Events" in Husky Sync)**

- ✓ **Self-Assessment: Leadership Roles & Styles**
- ✓ **Self-Structure: Career Path, Organizational Skills & GoodWork™ Initiative**
- ✓ **Broadening Your Perspectives: Looking Beyond Yourself**
- ✓ **Stages of Group Development & Decision Making**
- ✓ **Skill Set Series (SSS) Part 1: Communication & Conflict Management Skills**
- ✓ **Skill Set Series (SSS) Part 2: Critical Thinking & Problem Solving Skills**
- ✓ **Skill Set Series (SSS) Part 3: Public Speaking Skills & Engaging Others**
- ✓ **Skill Set Series (SSS) Part 4: Interviewing Strategies & Skills**



### **ENGAGEMENT Requirements**

A. **Serve as an active member for a minimum of 5 hours of a Learning Community, club, organization, athletic/intramural team, performing arts group, planning committee/board, etc....** Active membership would be defined as participating in meetings, events, practices, performances, games, projects, conferences and/or initiatives led by that group. Hours need to be documented in Husky Sync as "Activity Engagement" experiences.

B. **Serve as a volunteer and complete a minimum of 5 hours of pre-approved community service and/or civic engagement work.** Community service work must be approved by CLE staff and is defined as non-paid, meaningful experiences in which students are 'serving or helping others.' Volunteer service hours need to be documented as "Community Involvement" experiences in Husky Sync.

#### **How to Document your Activity Engagement, Involvement & Community Service in Husky Sync for your Co-Curricular Transcript:**

- Log in to Husky Sync on the Bloomsburg University website using your BU Husky ID and password.
- Click on your Name/Profile Picture at the top right (If this is your 1st time, you'll need to upload a picture and complete your profile.)
- Scroll down on the right hand side and click on "Experiences."
- Click on the **blue button** that says "ADD EXPERIENCE."
- Choose the type: "Activity Engagement" or "Community Involvement"
- **Fill out the Request Form.** Enter the Title of the experience, the date, as well as the total hours you spent involved in the experience. You will also need to provide the name and email of someone who will verify your entry to receive approval.
- Click on the **blue button** that says "Submit" at the bottom of the page when you are finished.
- Once approved by the contact person (Site supervisor, organization president, Advisor, captain, staff, etc...), and the CLE office, it will show up on your CCT (Co-Curricular Transcript) in Husky Sync. If it's 'declined' for some reason, please contact your site supervisor directly to find out why and what you might need to change to re-submit it.

**STEP 4: AFTER attending all 8 workshops and completing all of the Activity Engagement & Community Service Hours, students must:**

- a. Go to the CLE website <http://cle.bloomu.edu/> and click on the **maroon button** that says "Leadership Certification Program."
- b. Complete and submit online **BOTH** the Level 1 Post-Assessment Survey and the Level 1 Self-Reflection Questions.



# Level 2 Leadership Certification Program

(may be completed concurrently with Level 1) (as of September 2017)

**Step 1:** Complete the following Workshop & Engagement requirements:

### **WORKSHOP Requirements (May complete these in any order)**

A: **Attend a "RESUME WRITING" workshop (Sign up under "Events" in Husky Sync)**

B: **Attend "three" of the following workshop topics: (Sign up under "Events" in Husky Sync)**

- ✓ **Cultural Awareness Event/Campus Speaker** sponsored by the Center of Diversity & Inclusion
- ✓ **Professional Development Event/Campus Speaker** sponsored by the Center for Professional Development & Career Experience and/or a program/office within the Division of Student Affairs
  - Leadership Methods, Ethics & Etiquette
  - LinkedIn Profile or Electronic Portfolio Development
  - Mentoring & Coaching
  - Networking & Brand Development
  - Job Search Strategies
- ✓ **Personal Wellness Event/Campus Speaker**
- ✓ **Stress Management**



C: **Choose a specific leadership track (must attend 4-6 hours of workshop instruction as set forth by the chosen track)** Please note that each of these tracks are currently offered only once a semester. So, based on your availability and the dates/times of the specific track workshop meetings, you may need to complete an alternate track as opposed to your top choice. **Sign up to attend your chosen track by going into Husky Sync under "Events."**

- **Community Engagement Leadership**
- **Group Leadership**
- **LGBTQA Advocacy Leadership**
- **Social Justice Leadership**
- **Student Organizational Leadership**
- **Vocation Exploration Leadership**
- **Wellness Education Leadership**



### **ENGAGEMENT Requirements**

**Complete 10 hours of active leadership or service in relationship to a specific track:**

- ✓ Hours need to be documented under "Experiences" in Husky Sync. Make sure you are a member of the CLE portal.
- ✓ These 10 hours must be in addition to the 5 hours of Community Service and 5 hours of Activity Engagement used for Level 1.

**Step 2: AFTER attending all the workshops and completing all of the Engagement hours, students must do the following:**

- a. Email [gkinzel@bloomu.edu](mailto:gkinzel@bloomu.edu) an updated copy of their "Resume" for final review
- b. Go to the CLE website <http://cle.bloomu.edu/> and click on the **maroon button** that says "Leadership Certification Program." Complete and submit online the Level 2 Self-Reflection Questions.