

## ePortfolio Checklist

### *Leadership Certificate Program*

#### Personal Introduction

- Name, hometown, major(s), minor(s), career interests
- Why did you enroll in the Leadership Certificate Program?

#### Personal Development Plan

- Definition of Leadership
- Leadership Competency Objectives
- Completion Timeline

#### Evidence

##### *AGED/LEAD 260 Leadership Course*

- Provide the semester you completed the course
- Provide the name of the instructor
- Describe a theory from the course and provide an example of a time you have used it in your life (2-3 sentences)
- Include a sample of your work from the course (e.g., personal leadership philosophy, paper, assignment)

##### *2 i-Programs*

- Provide the name of & the date you completed each i-Program
- Describe your experience with each i-Program (2-3 sentences)
- Include a photo, video, or sample of your work from each i-Program

##### *2 Team Experiences*

- Provide the name of & the semester(s) you participated in each experience
- Write one reflection for each experience that addresses 2-3 of the following questions (200-300 words each)
  - What did you learn about leadership from this team experience?
  - What was most challenging about this team experience and how did you navigate it? Provide an example.
  - What strengths did you bring to the team and how did they impact the experience?
  - What did you learn about yourself as a team member and how will this help you in the future?
  - How did this team experience contribute to your understanding of the interpersonal/team leadership competency you chose to develop through this program?

## ePortfolio Checklist

### Leadership Certificate Program

10 Hours Leadership Trainings & Workshops

- Provide a brief description for each experience including the following information: program name, total number of hours, date, program sponsor, & purpose of program
- Write a reflection to synthesize your 10 hours that addresses the following questions (200-300 words total):
  - Which experience did you find most meaningful and why?
  - How will you apply what you have learned from these experiences to your future endeavors?

Cumulative Reflection

- Write a reflection for each of your four leadership competencies explaining how the program contributed to your growth in each competency (100 words each)
- Write one final reflection to synthesize the entirety of your experience that addresses all 4 of the following questions (400-500 words total)
  - Describe the experience overall – what went well, how did you overcome any challenges, & what surprised you
  - How have you grown as a leader through this program?
  - Reflect on your definition of leadership – how was it impacted by this experience? Has it changed? If so, why?
  - Pick an item (e.g., a book, poem, photo, video, film, artwork, etc.) that represents your Leadership Certificate experience and tell us why.

Resume

- Upload a copy of your updated resume