San Diego State University
Leadership Certificate Program
Resource Guide

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Table of Contents

Introduction ........................................................................................................................................3
Using Portfolium ................................................................................................................................4

Certificate Components

Leadership Learning .......................................................................................................................5
Experiential Leadership ..................................................................................................................10
Leadership Service ........................................................................................................................12
Leadership Role ............................................................................................................................14
Leadership & Mentoring ................................................................................................................16
Critical Thinking/Reflection Capstone ........................................................................................17
Introduction

The SDSU Leadership Certificate program is an opportunity to deepen your knowledge on the topic of leadership, as well as gain practical skills to help you become a more effective leader in college and in the workforce.

Throughout this program, you will have the opportunity to select from an array of leadership experience, including seminars, off-campus retreats, conferences, service projects, student clubs and organizations, living-learning communities, and unique campus initiations, all mindfully-designed to help you develop as a leader.

The Leadership Certificate program is open to any SDSU student at any class level. It takes approximately 18-24 months to complete the program. We do not encourage freshman to rush through this process, as college is a time for growth and development with various leadership experiences.

There are six components to the leadership certificate, with the sixth component only presented once all above components are completed. All components touch on different aspects of leadership, from experiential learning to community service and mentoring.

SDSU’s Portfolium system will be used to document your learning in the Leadership Certificate program. You will create a Leadership portfolio which will contain your reflections, photos, as well as your final capstone project.
Using Portfolium

Portfolium will be your central database in uploading reflections from various workshops, events, and experiences throughout the Leadership Certificate program, along with any additional documents, including photos, handouts, flyers, etc.

When we receive your Leadership Certificate Intent to Enroll form, an email confirmation will be sent to you. At this time, your Portfolium account has been created. You may then begin to create “entries” into Portfolium for each workshop/event/activity that you attend.

“Badges” from the University will appear when we verify that you have completed the requirement. In order for the SDSU “approved” badges to appear, you must have comments marked as “on”. After completion of the capstone project, an official Leadership Certificate program “Badge” will appear at the top of your Portfolium screen, next to where your name is displayed.

Listed below are the Portfolium ‘action steps’ that you will need to complete for each component of the Leadership Certificate program.
Leadership Learning

Through participation in seven (7) workshops, you will begin to develop your own personal model of leadership awareness of values, distinguishing your own personality style/traits and those of others, exploring conflict styles, and comparing and contrasting various leadership models.

Five (5) workshops are required, while two (2) are self-selected and are presented below:

**Five (5) Required Workshops**
- Introduction to Leadership Theory
- Leadership Values
- True Colors: Personality & Communication Styles
- Conflict Styles
- Attend a ONE SDSU Community event AND a Campus Collegiate Dialogue Session
  - You must attend both to receive credit.

**Two (2) Self-Selected Workshops**
- A workshop in the Leadership Lunch Series
- Etiquette
- Strengths Finder
- The Relational Leader
- Time Management
- Student Organization Conflict and Identity Awareness Training provided by the National Conflict Resolution Center
  - Must attend both Session A and Session B; this series counts as one workshop.
- Other on-campus leadership related workshops
  - Must be approved by the Leadership Certificate Adviser in Student Life & Leadership prior to attending other campus workshops

**Portfolium Action Steps**
In order to earn a Portfolium badge for each workshop, you must:
- Sign-in or swipe your RED ID at the beginning of each workshop
- Attend each workshop in its entirety

In Portfolium, create a new “entry” for each of the above 7 workshops. For example, you should title the first entry “Introduction to Leadership Theory.” Under that entry, please write and upload a one-page reflection of the workshop, and include any other additional information, such as photos you took, handouts that were provided, etc. You will create a new Portfolium “entry” for each of the 7 workshops, and write a one page reflection for each of the 7 workshops.

“Badges” from the University will appear when we verify that you have completed the requirement. This information will become very valuable for you when it is time to complete your capstone project.
Introduction to Leadership Theory (your notes):

Theories presented:

Which theory resonates with you the most?

☐ I created my Portfolium entry for “Introduction to Leadership Theory” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).

Leadership Values (your notes):

What is a value?

My top five (5) values:

Reflection:

☐ I created my Portfolium entry for “Leadership Values” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).
True Colors: Personality & Communication Styles (your notes)

My primary “true” color:
   Traits:

My secondary “true” color:
   Traits:

Reflection on how all the colors work together:

☐ I created my Portfolium entry for “True Colors” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).

Conflict Styles (your notes)

My Conflict Style:
   Traits:

Conflict management styles:

☐ I created my Portfolium entry for “Conflict Styles” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).
ONE SDSU Community Event and a Campus Collegiate Dialogue Session

Event:

Date(s):

Notes:

☐ I created my Portfolium entry for the “ONE SDSU Community Event and the Campus Collegiate Dialogue Session” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).
Self-Selected Workshop #1 (your notes)

Workshop attended:

Reflection:

☐ I created my Portfolium entry for “Self-Selected Workshop #1” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).

Self-Selected Workshop #2 (your notes)

Workshop attended:

Reflection:

☐ I created my Portfolium entry for “Self-Selected Workshop #2” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).
Experiential Leadership

Through participation in experiential type programs, including retreats, conferences, and community events, you may increase your interpersonal skills through networking and building relationships. You may increase your self-awareness through exploration of strengths, values, beliefs, culture and identity. You may begin to foster an appreciation of cultural diversity, and intercultural and cross cultural understanding.

Participate in two (2) of the following:

- Attend Aztec CORE Leadership Retreat or Greek Life TEAM Retreat
- Attend the SDSU Leadership Summit
  - Limit of once
- Participate in Freshman Leadership Connection
  - Freshman only, fall semester
- Volunteer as a tutor for the Casa Azteca/Aztec Freshman Connection commuter programs for one semester (20 hours)
- Participate in the MLK Jr. Day Parade as a volunteer with the University Planning Committee
- Participate in the San Diego LGBT Pride Parade as a volunteer with the University Planning Committee

* Please note you must both attend committee meetings and be present on the day of the parade to receive credit. Documented proof of participation must be turned in to Student Life & Leadership within 2 weeks after the parade.

**Portfolium Action Steps**

In order to earn a Portfolium badge for each program you attend, you must:
- Complete all requirements of each program attended
- Attend each program in its entirety

In Portfolium, create a new “entry” for each of the two experiential leadership programs you participated in. Under each of the two entries, please write a one-page reflection, and include any other additional information, such as photos you took, handouts that were provided, etc.

“Badges” from the University will appear when we verify that you have completed the requirement. This information will become very valuable for you when it is time to complete your capstone project.
Experiential Leadership

Event #1:

Date:

Description:

Key take-aways:

☐ I created my Portfolium entry for the “Experiential Leadership Program #1” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).

Event #2:

Date:

Description:

Key take-aways:

☐ I created my Portfolium entry for the “Experiential Leadership Program #2” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts).
Leadership Service

Through participation in off-campus service to the local San Diego community, you will demonstrate civic responsibility with the opportunity to build and develop professional working relationships.

Participate in ten (10) hours of community service to the surrounding community.

Documented proof of service needs to be submitted online to Student Life & Leadership within 30 days of completion of the service at: http://studentaffairs.sdsu.edu/SLL/leadership/service-opportunities.html.

**Portfolium Action Steps**

In order to earn a Portfolium badge for your community service hours, you must:

- Create a new “entry” for “Leadership Service”
- Write and upload a one-page reflection about the organization you volunteered with, including the organization’s name, purpose, your responsibilities at the site, and your key take-aways from the experience
  - If you completed your community service hours at multiple organizations, please write a one page reflection for each organization.

“Badges” from the University will appear when we verify that you have completed the requirement.
Leadership Service

Service event:

Date:

Number of hours:

Description:

Key take-aways:

□ I created my Portfolium entry for “Leadership Service” and uploaded a one page reflection and any other interesting items that were presented (photos, handouts). If service was provided at multiple sites I will upload a one page reflection for each site for which I performed service.
Leadership Role

Through participation in an on-campus leadership role, you will have the opportunity to experience open communication, active listening, and shared leadership through influencing and motivating others, fostering teamwork, and understanding and managing change.

Participate in a current leadership role for a minimum of **twenty (20)** hours.

- Before beginning this leadership role: A detailed description of the position and personal goal statement of what you hope to achieve in this role must be approved by the Leadership Certificate Advisor in Student Life & Leadership

- After completing the leadership role: You must turn in a Letter of Verification from the organization/group faculty/staff advisor to the Leadership Certificate Advisor in Student Life & Leadership

*This role must include major responsibilities where leadership is interconnected to allow for person growth. This may be a formal position within a student organization, or a different role where you are expected to set and accomplish goals and lead others.

**Portfolium Action Steps**

In order to earn a Portfolium badge in completing your on-campus leadership role, you must:

- Create a new “entry” for “Leadership Role”
- Write and upload a **two-page** reflection about your leadership role. In this reflection, please include:
  - Your faculty/staff advisor’s name
  - Your initial goals prior to beginning your leadership role
  - What your role entailed, such as responsibilities, etc.
  - Were your goals achieved in ending your leadership role?
  - Did you face any challenges in your role and, if so, how did you overcome those challenges?
  - A piece of advice for a future student in this leadership role
- Upload the Letter of Verification from your faculty/staff advisor under this entry in Portfolium.

“Badges” from the University will appear when we verify that you have completed the requirement.
Leadership Role

Leadership position:

Semester:

Faculty/staff advisor:

Personal goal statement(s):

#1:

#2:

#3:

Number of hours:

Key take-aways:

☐ I created my Portfolium entry for the “Leadership Role” and uploaded a two page reflection, the Letter of Verification from my faculty/staff advisor, and any other interesting items (such as photos, handouts, flyers, etc.).
Leadership & Mentoring

This program pairs SDSU juniors, seniors, and graduate students in one-on-one mentorship with established alumni/professionals in San Diego and beyond. Through participation in the SDSU Career Services Aztec Mentor Program (AMP), you will gain valuable guidance on a variety of career-related topics, including one-on-one advice, networking, interviewing, and job shadowing.

- Requires **eight to twelve (8-12)** hours of commitment by students over the course of one semester

**OR**

- **Second option**: Participate in pre-approved internship with Student Life & Leadership over the course of one semester
  - This must be pre-approved by the Director or Associate Director of Student Life & Leadership in advance

**Portfolium Action Steps**

In order to earn a Portfolium badge for Leadership and Mentoring, you must:

- Create a new “entry” for “Leadership and Mentoring”
- Write and upload a **one-page** reflection about your experience in the Aztec Mentor Program, or in your pre-approved internship in Student Life & Leadership

“Badges” from the University will appear when we verify that you have completed the requirement.

☐ I created my Portfolium entry for “Leadership and Mentoring” and uploaded a one page reflection.
Critical Thinking / Reflection Capstone

After completing all the above requirements of the leadership certificate, you will be asked to produce a “Capstone Reflection Paper/Video”.

This is an opportunity for you to demonstrate your leadership-related skills, competencies, knowledge, and experiences in a personalized fashion. It should contain evidence and examples of your participation in the Leadership Certificate program. This paper/video serves as a final, summative performance assessment as well as a tool of self-assessment.

Further details, including required elements for the paper or video, are available from the Leadership Certificate Advisor in the office of Student Life & Leadership (Chelsea Winer at cwiner@mail.sdsu.edu).

Portfolium Action Steps:

In order to earn the official “SDSU Leadership Certificate Program” badge, you must:

- Meet the deadline to have all program requirements uploaded to Portfolium for verification. All above entries should have “badges” next to them, meaning you have completed the requirements.
- The Capstone Reflection paper or video must be uploaded to your Portfolium account as a new entry.
- Before the deadline, email Chelsea Winer at cwiner@mail.sdsu.edu to let her know the final portfolio is ready for review by the committee.

Once your Capstone Reflection is approved, we will issue the official SDSU Leadership Certificate Badge that will be placed in your Portfolium “About Me” section. If there are edits to be made, we will be in contact with you.

I created my Portfolium entry for “Critical Thinking / Reflection Capstone” and uploaded my paper/video. I emailed Chelsea Winer at cwiner@mail.sdsu.edu to let her know that my Leadership Certificate Portfolio is ready for review by the committee in advance of the deadline.

We formally award the Leadership Certificates (paper copies) once a year in the spring. However, for students graduating mid-year, we will grant their certificate at that time.