SDSU Leadership Certificate Check-list

This check-list is an optional tool for you to use to track your progress throughout your journey in the SDSU Leadership Certificate program. In Portfolium, you must have comments marked as “on” in order for the SDSU “approved” badges to appear.

1. Leadership Learning

**Five (5) Required Workshops**

- □ Introduction to Leadership Theory
  - Uploaded entry into Portfolium? __________

- □ Leadership Values
  - Uploaded entry into Portfolium? __________

- □ True Colors
  - Uploaded entry into Portfolium? __________

- □ Conflict Styles
  - Uploaded entry into Portfolium? __________

- □ Attend a ONE SDSU Community event AND a Campus Collegiate Dialogue Session (Must attend both to receive credit)
  - Uploaded entry into Portfolium? __________

**Two (2) Self-Selected Workshops**

- □ Etiquette
  - Uploaded entry into Portfolium? __________

- □ Time Management
  - Uploaded entry into Portfolium? __________

- □ The Relational Leader
  - Uploaded entry into Portfolium? __________

- □ Strengths Finder
  - Uploaded entry into Portfolium? __________

- □ A workshop in the Leadership Lunch Series
  - Uploaded entry into Portfolium? __________

- □ Student Organization Conflict and Identity Awareness Training (Must attend both Session A and Session B to receive credit; counted as one workshop)
  - Date completed Session A: __________
  - Date completed Session B: __________

- □ Other on-campus leadership related workshop:
  - Uploaded entry into Portfolium? __________

2. Experiential Leadership

Participate in **two (2)** of the following:

- □ Aztec CORE Leadership Retreat or Greek Life Team Retreat
  - Uploaded entry into Portfolium? __________

- □ SDSU Leadership Summit Conference
  - Uploaded entry into Portfolium? __________

- □ Freshman Leadership Connection (freshman only, fall semester)
  - Uploaded entry into Portfolium? __________

- □ Volunteer as a tutor for the Casa Azteca/Aztec Freshman Connection commuter program for 20 hours (one semester)
  - Uploaded entry into Portfolium? __________

- □ Participate in the MLK Jr. Day Parade as a volunteer for the University Planning Committee
  - Uploaded entry into Portfolium? __________

- □ Participate in the San Diego LGBT Pride Parade as a volunteer with the University Planning Committee
  - Uploaded entry into Portfolium? __________

- □ Other experiential program
  - (Must be approved in advance by the Leadership Certificate Advisor)
  - Uploaded entry into Portfolium? __________

3. Leadership Service

Participate in **ten (10)** hours of community service and report online at [http://studentaffairs.sdsu.edu/SLL/leadership/service-opportunities.html](http://studentaffairs.sdsu.edu/SLL/leadership/service-opportunities.html)

- □ Service: __________
  - Number of hours: __________
  - Date completed: __________

- □ Service: __________
  - Number of hours: __________
  - Date completed: __________

- □ Service: __________
  - Number of hours: __________
  - Date completed: __________
4. Leadership Role

Participate in a current leadership role on campus for a minimum of twenty (20) hours with major responsibilities:

- **Prior**: Submitted a detailed description of the position and personal goal statement of what you hope to achieve in this role to the Leadership Certificate Advisor
  
  Date completed:

  3 goals submitted:
  A.
  B.
  C.

- **After completion of the leadership role**: Turned in a Letter of Verification from the organization/group faculty/staff advisor to the Leadership Certificate Advisor.

  Uploaded entry into Portfolium? __________

5. Leadership & Mentoring

- Participate in the SDSU Career Services Aztec Mentor Program
  
  Complete eight to twelve (8-12) hours of commitment

  Semester completed:

  **OR**

- Participate in a pre-approved internship with Student Life & Leadership for one semester

  Semester completed:

  *This internship must be pre-approved by the Director or Associate Director of Student Life & Leadership*

  Uploaded entry into Portfolium? __________

6. Critical Thinking & Reflection Capstone

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

- Set up an advising appointment with Chelsea Winer, Assistant Student Life Advisor, at cwiner@mail.sdsu.edu for further information.

  Uploaded capstone into Portfolium? __________

For more information regarding the SDSU Leadership Certificate program, please visit:

http://sll.sdsu.edu/student_affairs/sll/leadership-certificate.aspx

Last updated: October 9, 2015