

## D. Requirement Checklist

### A Tool for Participants and Coaches

<p><b>Requirement 1:</b> Submit Statement of Intent Form with a Résumé.</p>	<p>Progress/Completion Notes</p>	<p>Date Completed</p>
<p><b>Requirement 2:</b> Select a coach.</p>	<p>Progress/Completion Notes</p>	<p>Date Completed</p>
<p><b>Requirement 3:</b> Complete a Leadership Skills and Attributes Self-Assessment.</p> <ul style="list-style-type: none"> <li>• Provide explanation of assessment results.</li> </ul>	<p>Progress/Completion Notes</p>	<p>Date Completed</p>
<p><b>Requirement 4:</b> Formulate personal development plan (PDP).</p> <ul style="list-style-type: none"> <li>• Determine four major improvement goals.</li> </ul>	<p>Progress/Completion Notes</p>	<p>Date Completed</p>
<p><b>Requirement 5:</b> Actively participate in two non-classroom group or team experiences for at least one semester.</p> <ul style="list-style-type: none"> <li>• Possible activities are listed on page 27.</li> <li>• Leadership skills and attributes must be documented.</li> </ul>	<p>Progress/Completion Notes Documented on Reflective Activity Information Sheet</p>	<p>Date Completed</p>
<p><b>Requirement 6:</b> Contribute to the goals of at least one off-campus community group.</p> <ul style="list-style-type: none"> <li>• Possible community groups are listed on pages 29-31.</li> <li>• Leadership skills and attributes must be documented.</li> </ul>	<p>Progress/Completion Notes Documented on Reflective Activity Information Sheet</p>	<p>Date Completed</p>

<p><b>Requirement 7:</b> Participate in a minimum of two College of Agriculture-sponsored leadership programs and workshops and two other leadership programs or workshops on or off campus.</p> <ul style="list-style-type: none"> <li>• Possible activities are listed on pages 31-33.</li> <li>• Student does not necessarily have to hold a leadership position within the organization.</li> </ul>	<p>Progress/Completion Notes Documented on Reflective Activity Information Sheet</p>	<p>Date Completed</p>
<p><b>Requirement 8:</b> Enroll in and complete six credit hours of justified academic courses.</p> <ul style="list-style-type: none"> <li>• Possible courses are described on pages 33-35.</li> <li>• Other courses may be counted upon approval</li> </ul>	<p>Progress/Completion Notes Documented on Reflective Activity Information Sheet</p>	<p>Date Completed</p>
<p><b>Requirement 9:</b> Develop a portfolio.</p> <ul style="list-style-type: none"> <li>• Include an introduction of the student along with the student's personal definition of leadership and/or vision statement.</li> <li>• Document progress toward the four major improvement goals determined in the PDP.</li> <li>• Write a reflection that documents growth in at least one category of each leadership skills and attributes area identified in their PDP.</li> <li>• Provide evidence for each skill/attribute using the Reflection Activity Information Sheet as a guide.</li> </ul>	<p>Progress/Completion Notes</p>	<p>Date Completed</p>