

C. Sample Timeline for Certificate Completion

Semester	Activity
Semester 1	<ul style="list-style-type: none"> • Get familiarized with Leadership Development Certificate Program. • Attend LDCP Callout August 31, 2006 from 7-9 p.m. in WSLR 116. • Turn in Statement of Intent form. Due September 11, 2006
	<ul style="list-style-type: none"> • Attend workshop on receiving the Leadership Development Certificate Program Participant’s Manual. September 19, 2006 from 7-9 p.m. in WSLR 116. • Secure a leadership coach (Leadership Development Certificate Steering Committee will help with this).
	<ul style="list-style-type: none"> • Complete Leadership Skills and Attributes Self-Assessment. • Analyze results of Self-Assessment. • Establish Self-Improvement Goals to include in your Personal Development Plan. • Start developing an outline of how you will complete the certificate. <ol style="list-style-type: none"> 1. What group/team activities do you want to participate in (or use towards the certificate)? 2. What classes are you interested in taking that will help improve your leadership skills and attributes? 3. Which conferences are you interested in attending, when are they, and do they fit into your schedule? 4. How will you organize your personal development plan? 5. Do you need a timeline to help keep you on track? 6. How do you plan to develop your portfolio? Can you create your own Web page, scrapbook, electronic copy? If help is needed, how will you get this help? • Meet with leadership coach provide them with a copy of your Statement of Intent and the results of your Leadership Skills and Attributes Self Assessment. Also plan to discuss your Self-Improvement Goals and Personal Development Plan. <ol style="list-style-type: none"> 1. Find out some information about your coach before your first meeting.
	<ul style="list-style-type: none"> • Start documenting experiences and growth. • Start working on portfolio and continue to update it. • Start working on completing requirements in your personal development plan. • Attend a leadership conference or workshop (or multiple ones). • Start participating in group/team activities. • Enroll in leadership classes for next semester. • PDP must be submitted to the Leadership Development Certificate Program Committee at the end of your first semester in the program. Be sure to confirm your Personal Development Plan with your leadership coach before submitting.

Semester	Activity
Semester 2	<ul style="list-style-type: none"> • Begin leadership class or classes that will help you focus on your Personal Development Plan. • COA Workshop: What Is Leadership? on November 16, 2006 from 6-9 p.m. in KRAN 661 – Pizza will be provided.
	<ul style="list-style-type: none"> • Continue to work in group/team activities (same ones and/or new ones). • Continue to document experiences and growth while developing your portfolio. • Continue work on your personal development plan. • Meet with leadership coach to update them on your progress. • Attend more leadership conferences and workshops.
Summer / Winter	<ul style="list-style-type: none"> • Document leadership experiences and work on your portfolio. • Work on personal development plan. • Look for group/team opportunities (maybe a summer internship or job). • Look for conference and workshop opportunities (ex. LeaderShape).
Semester 3	<ul style="list-style-type: none"> • Meet with your coach to review your status. • Update and review your personal development plan and portfolio. • Submit a mid-review to the Leadership Development Certificate Program Committee by the eighth week of the third semester in the program. • Be completing ALL requirements.
Semester 4	<ul style="list-style-type: none"> • Complete certification requirements. <ol style="list-style-type: none"> 1. classes 2. portfolio and personal development plan 3. group/team activities 4. conferences/workshops • Meet with your coach to verify completion of Leadership Development Certificate Program. • Submit all certification forms and documentation to the Leadership Development Certification Program office. • Attend the Leadership Development Certification Program Completion Ceremony.