

Candidate Responsibility

Congratulations on being selected as a Candidate for the BOLD Leadership Certificate Program. You are entering into a two-year commitment that may change the course of your life. The effort that you put into this Certificate will be in direct proportion to what you get out of it. Welcome!

You will share this Portfolio with the BOLD Coordinator, Peer Mentor, Business Mentor, & Faculty Liaison

- a. Review Leadership Portfolio contents **upon receipt.**
 - b. During your two years in the program, please keep all of your work related to the Leadership Certificate in your Leadership Portfolio. When you have completed the requirements for the Certificate, you'll turn in this notebook to the **Program Coordinator**. The contents and your Certificate will be returned to you in this Portfolio notebook at graduation. The Portfolio notebook contains:
 - Candidate, **Faculty Liaison, Business Mentor & Program Coordinator** contact information
 - Instructions on what you will compile in this notebook Portfolio
 - Bio of your **Business Mentor**
 - Goals Worksheet – this document will help you set a variety of goals for the future
 - Performance Plan – this is the document that will track your requirements progress
 - Contact information on your Leadership Certificate team members
 - Journal Pages
 - Resource list on leadership & diversity (books/videos/programs/websites)
2. Complete **Goals Worksheet** and **email it to your Business Mentor prior to meeting** with him/her. This is a tool to help you set goals for your Certificate commitment and also gives your Business Mentor some insight into who you are and where you want to go. *(The goals you may change during the course of the next two years, so update as needed)*
- a. Initiate meeting with **Faculty Liaison** in **Spring of your Sophomore year, and Fall & Spring semesters during Junior and Senior year** to review Performance Plan –review schedules/courses, etc.
 - b. You will meet with the Program Coordinator to review your Portfolio/Performance Plan during the Fall semester of your junior year
 - c. Initiate meeting with **Business Mentor** in **Spring 09** to review Goals Worksheet & Performance Plan

- Due to the busy schedules and business location of your Mentor, you will need to be creative with regard to meeting: email, virtual, chat, phone or combination of all. Ask them their preference.
 - Prior to meeting, develop an outline of questions and sketch out your Plan
3. Initiate meeting with **Business Mentor** *at least once* during **EACH SEMESTER** to evaluate progress and plan for the future
 4. Track all progress in your Leadership Portfolio notebook; keep Goals Worksheet, Performance Plan, reflections and notes, papers, presentations and projects that you complete
 5. Maintain contact with **Program Coordinator** during each semester to document completed requirements
 6. Submit Leadership Portfolio to **Program Coordinator** by **April 2011** for final evaluation prior to graduation and completion of Certificate requirements
 7. You will be required to write a few papers and offer at least 1-2 presentations to your team during your time in the program. Try not to leave all these presentations to your senior year. As you complete an internship, leadership role, or leadership/diversity conference, offer the presentation as soon afterwards to get that requirement checked off.

Tips

- Maintain a journal of brief reflections on each experience/course/project as it occurs—this will help you when you write papers, prepare presentations, and interact with your **Faculty Liaison** and **Business Mentor**
- Make a note (in your Portfolio) of all dates and times you meet with your **Faculty Liaison** and also your **Business Mentor**. Also note dates/times when you attended a seminar or workshop and time spent working on your service projects. The **Program Coordinator** will need this information when you track your progress in your Performance Plan
- Maintain a proactive approach if issues arise--ask for help from **Faculty Liaison**, **Business Mentor**, and **Program Coordinator** promptly
- If you're not sure how to best utilize your **Business Mentor** and his/her time, contact the **Program Coordinator** who may have some suggestions for you