

**Cuyahoga Community College Student Leadership Certificate Program**  
Tracking Sheet

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Student Phone Number: \_\_\_\_\_

Students must track their participation in learning and engagement activities, gathering appropriate signatures/proof of attendance for each. Students are also responsible for writing a 250-word (minimum) reflection for each activity, utilizing the prompts provided in their folder and online. For additional tracking pages, please visit the Student Life/Student Engagement Office or [www.tri-c.edu/studentleadership](http://www.tri-c.edu/studentleadership). The Student Life/Student Engagement Office is not responsible for lost or stolen folders or tracking sheets.

Activity Name	Date	Campus	Learning OR Engagement OR Community Service	Signature & Title of Event Facilitator OR Proof of Participation*	Reflection Completed

*\*Proof of participation may be accepted when access to the event facilitator is not available. Proof of participation includes, but is not limited to, handouts from the activity, a waiver from the Student Life/Student Engagement Office, a photo of you at the activity, etc. Please check with your Student Life/Student Engagement Office for other accepted items.*

For a calendar of available activities, please visit: [www.tri-c.edu/studentleadership](http://www.tri-c.edu/studentleadership)



**Cuyahoga Community College Student Leadership Certificate Program**  
Certificate Awarding Confirmation

Certificate Level & Requirements	Student Life/Student Engagement Staff Signature	Date
<p><b>General Leadership Certificate</b> To obtain the General Leadership Certificate students must accumulate four (4) learning activity points and two (2) engagement activity points along with the reflection papers for each.</p>		
<p><b>Advanced Leadership Certificate</b> To obtain the Advanced Leadership Certificate students must complete all requirements of the General Leadership Certificate along with two (2) additional learning activity points, two (2) additional engagement activity points, and completing eight (8) hours of community service either on or off campus. Students must submit a reflection paper for each (only one reflection paper is needed for the community service participation).</p> <p>Documentation of community service hours must be submitted including a signed letter from the external or internal organization including the student's name, activity performed, date(s), hours, and verification that the student was not paid.</p>		
<p><b>Distinguished Leadership Certificate</b> To obtain the Distinguished Leadership Certificate students must have completed the General and Advanced Certificates along with reflecting upon their time as a leader and the various activities they participated in as a part of the Student Leadership Certificate Program. This reflection must take the form of a professional leadership portfolio whether hard copy, digital, or otherwise. Students will then work with the Student Life/Student Engagement Office to review the documentation and schedule a Distinguished Leadership Presentation that will be presented to a panel determined by the Director of Student Life/Student Engagement. The presentation should include a copy of the portfolio, a four-page paper that includes a reflection of their experiences as a campus leader and how they have benefitted personally and professionally from the learning and engagement activities they participated in.</p>		

For more information on submitting your portfolio, please visit: [www.tri-c.edu/studentleadership](http://www.tri-c.edu/studentleadership)