

San Diego State University Leadership Certificate Program Resource Guide

Jeffrey W. Glazer Center for Leadership and Service,
Student Life & Leadership
Conrad Prebys Aztec Student Union
Room 220



**SAN DIEGO STATE
UNIVERSITY**

Jeffrey W. Glazer Center for Leadership & Service
Division of Student Affairs

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Introduction

The SDSU Leadership Certificate program is an opportunity to deepen your knowledge on the topic of leadership, as well as gain practical skills to help you become a more effective leader in college and in the workforce.

Throughout this program, you will have the opportunity to select from an array of leadership experience, including seminars, off-campus retreats, conferences, service projects, student clubs and organizations, living-learning communities, and unique campus initiations, all mindfully-designed to help you develop as a leader.

The Leadership Certificate program is open to any SDSU student at any class level. It takes approximately **18-24 months** to complete the program. We do not encourage students to rush through this process, as college is a time for growth and development with various leadership experiences.

There are six components to the leadership certificate, with the sixth component only presented once all above components are completed. All components touch on different aspects of leadership, from experiential learning to community service and mentoring.

Leadership Learning

Through participation in seven (7) workshops, you will begin to develop your own personal model of leadership awareness of values, distinguishing your own personality style/traits and those of others, exploring conflict styles, and comparing and contrasting various leadership models.

Five (5) workshops are required, while two (2) are self-selected and are presented below:

Five (5) Required Workshops

- Introduction to Leadership Theory
- Leadership Values
- True Colors: Personality & Communication Styles
- Conflict Styles
- Attend a One SDSU Community event (please visit one.sdsu.edu for event dates)

Two (2) Self-Selected Workshops (workshops offered vary from semester to semester)

- A workshop in the Leadership Lunch Series
- Etiquette
- Strengths Finder
- Relational Leadership
- Time Management
- Student Organization Conflict and Identity Awareness (SOCIA) Training provided by the National Conflict Resolution Center
 - Must attend both Session A and Session B; this series counts as one workshop.
- Other on-campus leadership related workshops
 - Must be approved by the Leadership Certificate Advisor in Student Life & Leadership prior to attending other campus workshops

Introduction to Leadership Theory (your notes):

Theories presented:

Which theory resonates with you the most?

Leadership Values (your notes):

What is a value?

My top five (5) values:

Reflection:

True Colors: Personality & Communication Styles (your notes)

My primary “true” color:

Traits:

My secondary “true” color:

Traits:

Reflection on how all the colors work together:

Conflict Styles (your notes)

My Conflict Style:

Traits:

Conflict management styles:

One SDSU Community Event

Event:

Date(s):

Notes:

Self-Selected Workshop #1 (your notes)

Workshop attended:

Reflection:

Self-Selected Workshop #2 (your notes)

Workshop attended:

Reflection:

Experiential Leadership

Through participation in experiential type programs, including retreats, conferences, and community events, you may increase your interpersonal skills through networking and building relationships. You may increase your self-awareness through exploration of strengths, values, beliefs, culture and identity. You may begin to foster an appreciation of cultural diversity, and intercultural and cross cultural understanding.

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

- Attend Aztec CORE Leadership Retreat *or* Greek Life TEAM Retreat
- Attend the SDSU Leadership Summit (can attend more than once)
- Participate in Freshman Leadership Connection
 - Freshman only, fall semester
- Volunteer as a tutor for the Casa Azteca/Aztec Freshman Connection commuter programs for one semester (20 hours)
- Participate in the MLK Jr. Day Parade as a volunteer with the University Planning Committee*
- Participate in the San Diego LGBT Pride Parade as a volunteer with the University Planning Committee*

* Please note you must **both** attend committee meetings and be present on the day of the parade to receive credit. Documented proof of participation must be turned in to Student Life & Leadership within 2 weeks after the parade.

Experiential Leadership (your notes)

Event #1:

Date:

Description:

Key take-aways:

Event #2:

Date:

Description:

Key take-aways:

Leadership Service

Through participation in off-campus service to the local San Diego community, you will demonstrate civic responsibility with the opportunity to build and develop professional working relationships.

Participate in **ten (10)** hours of community service to the surrounding community.

Documented proof of service needs to be submitted online to Student Life & Leadership within 30 days of completion of the service at:

http://sll.sdsu.edu/student_affairs/sll/leadership-service-forms.aspx.

Did you know? For every 100 hours of community service that you report online, you will receive a Community Service Certificate. To learn more, contact Chelsea Winer at cwiner@mail.sdsu.edu.

Leadership Service (your notes)

Service event:

Date:

Number of hours:

Description:

Key take-aways:

Service event:

Date:

Number of hours:

Description:

Key take-aways:

Leadership Role

Through participation in an on-campus leadership role, you will have the opportunity to experience open communication, active listening, and shared leadership through influencing and motivating others, fostering teamwork, and understanding and managing change.

Participate in a current leadership role for a minimum of **twenty (20)** hours.

- Before beginning the leadership role: A detailed description of the position and 3 personal leadership goals that you hope to accomplish through your leadership role. Send this to the Leadership Certificate Advisor.
- After completing the leadership role: Your leadership role faculty/staff advisor must turn in a Letter of Verification to the Leadership Certificate Advisor in Student Life & Leadership. This can be done via email or intercampus mail.

*This role must include major responsibilities where leadership is interconnected to allow for person growth. This may be a formal position within a student organization, or a different role where you are expected to set and accomplish goals and lead others.

Leadership Role (your notes)

Leadership position:

Semester:

Faculty/staff advisor:

Personal goal statement(s):

#1:

#2:

#3:

Number of hours completed:

Key take-aways:

Leadership & Mentoring

This program pairs SDSU juniors, seniors, and graduate students in one-on-one mentorship with established alumni/professionals in San Diego and beyond. Through participation in the SDSU Career Services Aztec Mentor Program (AMP), you will gain valuable guidance on a variety of career-related topics, including one-on-one advice, networking, interviewing, and job shadowing. To learn more, please visit the Career Services office, or amp.sdsu.edu.

- Requires **eight to twelve (8-12)** hours of commitment by students over the course of one semester

OR

- **Second option:** Participate in pre-approved internship with Student Life & Leadership over the course of one semester
 - This must be pre-approved by the Director or Associate Director of Student Life & Leadership in advance

Critical Thinking / Reflection Capstone

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

This is an opportunity for you to demonstrate your leadership-related skills, competencies, knowledge, and experiences in a personalized fashion. It should contain evidence and examples of your participation in the Leadership Certificate program. This paper/video/portfolio serves as a final, summative performance assessment as well as a tool of self-assessment.

Further details, including required elements for the paper, video or portfolio, are available from the Leadership Certificate Advisor in the office of Student Life & Leadership (Chelsea Winer at cwiner@mail.sdsu.edu).

We formally award the Leadership Certificates (paper copies) once a year in the spring. However, for students graduating mid-year, we will grant their certificate at that time.