

Life Skills Transcript Overview

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Description

The Life Skills Transcript is a self-reporting document listing out-of-class learning experiences that are verified by a supervisor or advisor. This is an official record of the co-curricular activities and accomplishments of our students.

Working closely with advisors, students can develop a greater sense of what opportunities for learning and development are available in the co-curricular program. Advisors can also help students set goals that will lead to the acquisition of essential life skills.

The experiences recorded on this transcript are chosen for personal and leadership development rather than for course credit.

Benefits

The Life Skills Transcript will compliment your resume and academic transcript. This can enhance your applications for scholarships, employment or transfer to a four-year college.

Employers know active students develop job skills such as:

- Leadership Skills
- Communication Skills
- Management Skills

In addition, it gives credibility to co-curricular experiences, just as an academic transcript does for your classroom experiences. It is a method of encouraging the development of a well-rounded student. It provides a more complete view of a student's experiences and personal growth.

Participatory Categories

Student Government:

-Includes all of the government positions held in the Student Association. On the Brighton Campus, this would consist of positions held within the Student Senate and Presidential Cabinet including, President, Vice President, Speaker, Deputy Speaker, Senator and Student Trustee. At Damon, the positions on the Student Events and Governance Association (SEGA) include President, Vice President and Coordinator. Any student government-run activity will be applicable.

Campus Activities Board:

-Includes membership on the Brighton Campus Activities Board, the group responsible for implementing special programs at MCC's Brighton Campus. Positions held include Director, Chair, Vice Chair, and group projects and activities.

Clubs and Organizations:

-Includes any officer position held on the Damon or Brighton Campus, which would include editor or director of any media organization, president, vice president, secretary or treasurer of a club or organization or any coordinator position.

Athletics:

-Participating in a season of athletic activity as determined by the Coach and Athletic Department.

Performance Awards:

-Formal recognition given by the college for academic excellence (e.g., Phi Theta Kappa), visual and performing arts, literary awards, etc.

College Committees:

-Faculty committees, Student Association committees, and Roundtable participation.

Workshops & Training:

-Participation in workshops, training sessions, seminars, conferences and volunteer experiences.

Community Service:

-Includes service on a volunteer basis to the community.

Other:

-This list of criteria is subject to change and may be customized to fit a person's involvement should various activities not fit into the categories above.

How to Participate

The Life Skills Transcript program is designed to record your experiential learning activities throughout your years at Monroe Community College. Students initiate this process by picking up an information packet at the Brighton Campus Office of Student Life & Leadership Development or the Damon Campus Center Office.

To participate in this transcript program you will need to do the following:

Complete the initial skill assessment with an advisor:

The initial skill assessment is a very important aspect of your life skills transcript. To participate in this transcript program, you will be asked to complete an Initial Assessment of your skills with an advisor. The advisor you choose must be the advisor you work most closely with in your co-curricular position. This advisor will become your primary advisor for your life skills transcript. The assessment is included in this packet. When you return the completed initial assessment signed by you and your advisor, your transcript file will be active.

You are encouraged to activate your file as soon as possible. This will give both you and your advisor an accurate picture of your initial skills.

Participate and Keep Track:

As you participate in activities and learning experiences, you will keep track of the skills you develop and enhance through your “journal of participation” which is also included in this packet. The journal will also help you reflect on your experiences and skills.

The Role of the Advisor:

Work closely with your advisor (or advisors if you are participating in more than one activity or leadership position) throughout your terms of involvement. Advisors are a valuable resource and they provide guidance, support and mentorship. Advisors will also work with you to complete your skill assessments, so it is beneficial to develop positive working relationships with your advisor.

If you are involved in more than one leadership position, provide the names of the other advisors you are working with to your primary advisor. Your primary advisor will contact your other advisors to complete your initial and final assessments and to verify your activities.

Final Steps:

When you begin to think about sending your transcript to another college or an employer, you will need to do the following:

1. Fill out the student self-assessment.
2. Have your primary advisor fill out the advisor assessment; and
3. Meet with your primary advisor to determine the final assessment/evaluation that will go on your transcript. You will use your initial assessment in this area also.

Complete the Student Information Form:

To add your co-curricular learning experiences to your transcript you must:

- Fill out the Student Information Form and have your activities verified by your advisor.
- Turn the completed form in to the Brighton Campus Office of Student Life & Leadership Development or the Damon Campus Center Office for processing. (Forms must be turned in at least two weeks prior to the date you want your transcript sent.)

Requesting Your Transcript

- Request your Life Skills Transcript by filling out a Transcript Request Form at the Brighton Campus Office of Student Life & Leadership Development, 3-126 or the Damon Campus Center Office, 5-251.
- The student's right to privacy is of the utmost importance. Confidentiality will always be maintained. Transcripts will be released only with a student's written permission.

Your Personal Journal of Involvement

These last few pages will serve as a journal for you to keep track of the positions you have held, the experiences you have had, and the skills you have developed or polished. It is our hope that this journal will be a helpful tool in recording these important positions.

Your advisor is also a key in helping you to identify skills you would like to strengthen, opportunities that would be valuable in developing these skills, and in reflecting upon your experiences. As you work with your advisor, use this journal to keep track of your progress and to identify goals for the future. This will be invaluable information as you fill out your actual transcript request.

For example:

Semester: Spring **Year:** 2000

Activity/Position/Award:

Student Government Association Senator
Who's Who in American Junior Colleges

Advisor Department/Office	Phone
<u>Professor O'Sullivan/English</u>	<u>ext. 9076</u>

College Personnel Who Can Validate my Experiences

(e.g., transcript form, letter of reference):

Dr. Caroline Bates, History & Political Science

Skills Developed/Strengthened:

Listening skills, problem solving skills, working as part of a team

Notes (goals, progress, reflections):

My experience in the SGA made me much more aware of the effect people can have on each other. I was surprised to find that I could work effectively with people who I previously did not know well. I would still like to work on managing my time better and become more organized.

Your Personal Journal of Involvement

Semester: _____ Year: _____

Activity/Position/Award:

Advisor Department/Office: Phone:

College Personnel Who Can Validate my Experiences
(e.g., transcript form, letter of reference):

Skills Developed/Strengthened:

Notes (goals, progress, reflections):

Your Personal Journal of Involvement

Semester: _____ Year: _____

Activity/Position/Award:

Advisor Department/Office: Phone:

College Personnel Who Can Validate my Experiences
(e.g., transcript form, letter of reference):

Skills Developed/Strengthened:

Notes (goals, progress, reflections):

Your Personal Journal of Involvement

Semester: _____ Year: _____

Activity/Position/Award:

Advisor Department/Office: Phone:

College Personnel Who Can Validate my Experiences
(e.g., transcript form, letter of reference):

Skills Developed/Strengthened:

Notes (goals, progress, reflections):

Your Personal Journal of Involvement

Semester: _____ Year: _____

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College Personnel Who Can Validate my Experiences
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