BGSU Leadership Certificate Program Requirement Worksheet – undergrad student
BGSU Center for Leadership, Division of Student Affairs
301 Bowen Thompson Student Union – 419-372-9623 – www.bgsu.edu/leadership - leadership@bgsu.edu
LCP Coordinator: Choose an item. Coordinator Email: Choose an item. Date enrolled

Pillar 1 - Leadership Education Experiences
Instructions: Participants must submit one reflection per education requirement, for 14 reflections total.
6 Required Topics
☐ Strengthen EQ (or other leadership inventory such as True Colors, or MBTI)
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Mission Statement/Leadership Philosophy
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Group Development
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Inclusive Leadership
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Ethical Decision Making
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Leadership Theory
Date completed:☐ Date completed:
Completed with: Completed with:
8 Elective Topics
☐ Facilitation & Running Effective Meetings
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Global Leadership
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Productivity & Time Management
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Life Balance & Stress Management
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Professional Development
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Goal Setting & Problem Solving
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Marketing Your Leadership Experiences (e.g. resume building with Career Services)
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Budgeting, Money Management, & Fiscal Responsibility
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Written & Oral Communication
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Team Building & Motivation
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Conflict Management & Negotiation
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Change, Innovation, & Decision Making
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Building Future Leaders
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Delegation & Coaching
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Leadership & Sustainability
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Emotional Intelligence (EQ) & Leadership
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Measuring Organizational Success - Assessment
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Additional Leadership – Lifeguard, risk management training, Bloodborne Pathogen training, etc.
Date completed:☐ Date completed:
Completed with: Completed with:
☐ Additional Leadership
Date completed:☐ Date completed:
Completed with: Completed with:

Pillar 2 - Leadership Mentor Meetings
Instructions: Participants must have at least 3 mentor meetings each year during their enrollment.
One reflection should be submitted per year of LCP enrollment.

Timeframe Guidelines for Mentor Meetings
Early Fall Semester ☐ Fall - Goal Setting and Leadership Planning
Late Fall / Early Spring ☐ Mid-Year Goal Review and Planning
End of Spring Semester ☐ End of the Year Review

Pillar 3 - Community Service - 80 Hours
Instructions: Participants must complete 80 total hours of community service. Individual projects may count for no more than 20 hours each.
Only one reflection is required, but participants can choose to submit multiple reflections as they complete their hours.

☐ 20 hours complete ☐ 40 hours complete ☐ 60 hours complete ☐ 80 hours complete Service Hour Record:

Pillar 4 - Project and Leadership Experiences
Instructions: Participants must demonstrate involvement in three ways: in-class experiences, out of class experiences, and taking on a leadership role in some manner.
Only one summarizing reflection is necessary, but participants can choose to submit separate reflections for each category if desired.

Two - Academic Team/Group Experiences (in-class group projects)
Date completed:☐ Date completed:
Completed with: Completed with:
Date completed:☐ Date completed:
Completed with: Completed with:

Two - Organizational Team/Group Experiences (out-of-class group projects, such as student organization)
Date completed:☐ Date completed:
Completed with: Completed with:
Date completed:☐ Date completed:
Completed with: Completed with:

Two - Leadership in Action Experiences (Take on a formal or informal leadership role)
Date completed:☐ Date completed:
Completed with: Completed with:
Date completed:☐ Date completed:
Completed with: Completed with

Capstone Experience
Instructions: Participants must complete a capstone experience that demonstrates an understanding, synthesis, and application of previous leadership reflections and activities completed for the LCP. There is no requirement for number of hours needed to complete the capstone.

Cumulative Capstone Project
Project Title: ____________________________________________
☐ Capstone Project Complete (Reflection submitted)
☐ Capstone Artifact Submitted
☐ Final Capstone Review Meeting w/ Coordinator Date of Meeting: Notes:

Notes
Yellow highlights indicate student can use Leadership Academy to guide their reflections. Reflections do not automatically count and must still be submitted via OrgSync.