Phase 2 Reflection Guides
Living Leadership Certificate
Phase 2 Guides

In this packet you will find guides to complete the Living Leadership Final Portfolio.

Living Leadership Certificate Requirements:

- Complete Phase 1 Reflections
- Continue to participate in a club/organization/team on campus (additional 8 hours minimum)
- Complete an additional 3 leadership development workshops / experiences
- Successfully complete Leadership Development class (Humanities 2210, 3 credit hours)
- Complete 16 hours of service in the community (either through Service Learning or independently) – write reflection (or include class project assignment)
- Compile a personal leadership portfolio with your experiences from the entire Living Leadership Program

Portfolio Requirements:

Neat and organized with:

- Front cover with your full name
- Updated table of contents
- Updated Resume
- Personal Leadership Philosophy (or similar assignment from HUM2210 class)
- Completed Reflections
  - 1 Capstone to summarize your experience
  - 3 Additional Leadership workshops / experiences (8 total)
  - 1 Service Experience (this can be substituted if you complete a class project or paper)
  - 1 Updated student group reflection
  - Service Hours Log
  - Updated Club Advisor Approval Form
- Personal additions (optional)

Guides Provided:
- Club/organization participation reflection guide
- Advisor approval form
- Leadership development workshop reflection guides
- Service experience reflection
- Capstone reflection

Suggested Supporting Materials and Personal Additions:
- Flyers, brochures, information sheets from activities and involvement
- Agendas, minutes, meaningful club documents
- Select photos from activities and involvement
- Unique artifacts to set your portfolio apart

Student Group Membership

After participating in a student group (club, organization, athletic team) for a minimum of 16 contact hours, you may begin to reflect on your student group experience.

Reflections must be a minimum of 2 pages, typed, double-spaced, with 12 point font and 1-inch margins. Please address the following points in your reflection:

- What is the name of the student group you participate in and is this the same group you featured in your Phase 1 reflection?
  - If yes, please skip to next bullet point.
  - If no, please describe how you connected with the new group, why you decided to join, and what the group mission is.

- Describe your role within the group. Has your role changed since you joined the group?

- During your participating in the group, what opportunities have you had to live the Three Tenets of Leadership Philosophy? How (as an individual or as a group) did you:
  - Actively participate in your college community (and perhaps beyond)?
  - Make conscious decisions? (Did the group have regular meetings to plan activities? How did the group make decisions about what to achieve this semester or year? Did the group set goals?)
  - Understand multiple perspectives? (Were there opportunities for feedback from all members? Did the group have others ways to ensure different perspectives were communicated? Perhaps you have an example of how understanding multiple perspectives was key in resolving a specific conflict within the group?)

- Name one (or more) accomplishment(s) your group has achieved since you have been involved.

- Do you plan to continue your involvement in groups beyond COD?
Student Involvement: Advisor Approval

Please have your club or organization advisor sign this form to approve your active participation.

I verify that ________________________________ has actively participated in ________________________________ for 16 or more hours (includes meetings, events, and/or other activities) during 2014/2015.

________________________________________  __________________________
Advisor Name  Date
After participating in a Leadership Development Workshop, please address the following points in your reflection. Reflections must be a minimum of 2 pages, typed, double-spaced, with 12 point font and 1-inch margins.

• Part 1 – What?
  o Describe this session. Who presented, what was the topic, who was there and why were you there?
  o What were you hoping to learn by attending?

• Part 2 – So What?
  o Did you get valuable information from the session?
    ▪ What lessons did you take away?
    ▪ How did you feel during the session?

• Part 3 – Now What?
  o The most enlightening thing I took away from this session was...
  o This session will assist me in developing my full leadership potential because...
  o What is at least 1 thing you plan on taking from this session and putting into action in the future? (Be specific. You can do more than 1 and remember to consider all the communities you belong to.)
  o Concluding thoughts... anything you would like to add to this reflection about your experience
Service Experience

Living Leadership Certificate Requirement

Please include the hours log when submitting the reflection.

If you completed a project or paper in HUM2210, you may substitute this reflection

Please contact Program Coordinator Stephanie Quirk

If you have completed your service requirement through Service Learning in a class and have written an alternative paper or project, you do not have to complete this reflection. Instead, please include a copy of your work in your portfolio and your service hours log. Your summary should be a minimum of 2 pages, typed, double-spaced, with 12 point font and 1-inch margins.

- Name of the service site
- How long was your service to this site?
- What was the community need that your service helped meet?
- How did your service meet that goal?
- What skills did you develop to meet that goal?
- What were the best things you learned / did during your service?
- What were the challenges you had to meet during your service? How did you meet them?
- What did you learn about your value to your community?
- Did the service you performed help or change anything in you?
- Did your thinking or opinion of community service change during the experience? How?
- Will you continue to serve the community? How?
Capstone Reflection

Please complete this reflection at the end of the program.

Congratulations! You are at the culminating point of the Living Leadership Program!

The Capstone Reflection piece is intended to give you the opportunity to bring together all of your leadership experiences at College of DuPage while in the program. Take time to look back thoughtfully on the year. Reflections must be a minimum of 2 pages, typed, double-spaced, with 12 point font and 1-inch margins.

How did you and how will you live leadership?

- What is your personal definition of leadership?
- List three specific ways that you have developed as a leader in the past year.
- Identify and explain three leadership achievements that you are proud of.
- Explain the three tenets of leadership in your own words.
- How have you applied the three tenets in the last year?
- How has your leadership impacted your community since you began college?
- How will you apply them in your community in the next 3 years? 10 years and beyond?
- Any final thoughts or reflections on your time in LLP?