



## Welcome.

Welcome to the UCSB Leadership Certification Program (LCP)! The program provides training, experience and recognition to novice *and* experienced student leaders who intentionally dedicate time to their leadership development during college.

This non-academic leadership certification program is offered by the Division of Student Affairs at the University of California, Santa Barbara. **We are proud to support developing leaders with a comprehensive leadership training program and we applaud your interest in leadership certification.**

## Requirements.

The LCP consists of three consecutive levels (1-3). The program is self-paced. Requirements can be completed in any order; however, certificates will only be awarded for cumulative progress. The requirements are explained in detail online at <http://leadership.sa.ucsb.edu> and in the Level 1, 2, and 3 Portfolio Documents.

### Level 1

1. Sign up as a participant online
2. Participate in at least one campus organization
3. Interview a student or professional leader
4. Complete 15 hours of community service
5. Complete The Leadership Challenge® Workshop and a statement of purpose
6. Completion of Statement of Purpose

### Level 2

*Level 1 requirements, plus:*

1. Take Education 173 (Intro to Leadership Development)
2. Complete three (3) leadership workshops of your choosing
3. Complete 15 hours of community service
4. Serve for three (3) quarters in a collegiate leadership position

### Level 3

*Level 2 requirements, plus:*

1. Complete 20 hours of community service
2. Serve for three (3) quarters in a collegiate leadership position
3. Request formal feedback from a colleague
4. Interview a professional leader
5. Update your statement of purpose

Gaucha Leaders Banquet (May)

Certificate of Completion of the Full Program and Trophy  
Certification of Completion of the Introductory Program

**Note:** Inclusion of academic coursework in your leadership portfolio is highly recommended, but not required, with the exception of ED 173 (Intro to Leadership Development) in Level 2.



## ***Sign up.***

Don't forget to sign up online as a Program Member so we can keep you apprised of relevant announcements and upcoming events! (Sign up will be available online at <http://leadership.sa.ucsb.edu>).

## ***Start your portfolio.***

As you progress through the requirements, you will be required to complete portfolio pieces. At a minimum, portfolio pieces are comprised of the forms that follow and the specified attachments. If you wish to customize your portfolio, you are encouraged to do so—just be sure that all required information is included. **Customized portfolios might be uniquely formatted** paper portfolios, videos, websites, or any other equivalent. You are encouraged to think of your portfolio as something you might share with a potential employer or graduate program.

## ***Stay current.***

Forms will be updated by the Leadership Development Center periodically in order to implement improvements to the Leadership Certification Program. It is recommended that you download a new set of forms from the Leadership Development website at least once per year. Please note that forms are valid for *submission* for approximately five years. Once submitted and approved, all forms are valid indefinitely as portfolio pieces.

## ***Complete the LCP.***

Portfolios can be turned in at any time, but there is an annual deadline of **May 15** to be considered for inclusion in the annual Leadership & Activities Awards Ceremony during the final week of the spring quarter. All Leadership Certification Program documents must be completed no later than six months from a student's graduation date.



## ***Customizing your Portfolio?***

Customizing your portfolio is a great opportunity to make your portfolio more reflective of YOU! You can create a paper portfolio, create videos, websites, or all of the above. The Leadership Development Center at UCSB created the LCP to support and promote you, a Gaucho!

### **Here are some ideas to help you stand out:**

- Adding a table of contents
- Including a current resume
- Including a statement of originality and confidentiality protecting your work
- Adding sections highlighting other achievements
  - certificates, awards, recognition, presentations, attendance at conferences, letters of recommendation, campus involvement, community service, career assessments, etc.
- Dare to link your social media accounts
  - Facebook, LinkedIn, Twitter, Instagram, etc.
- Create a digital portfolio (Wordpress, LinkedIn, etc.) in addition to print

Need to look at samples? Contact us at: [leadership@sa.ucsb.edu](mailto:leadership@sa.ucsb.edu)