

Illinois Leadership® Certificate Program

Leadership Portfolio & Completion Process

The requirements of the Leadership Certificate allow students to reflect on their leadership-related experiences and compile evidence to support their new leadership skills. The reflections and evidence are then assembled into a Leadership Portfolio. Your Leadership Portfolio is an opportunity you to display your leadership-related skills and abilities in one place. A Portfolio contains evidence, data, and examples from a variety of sources. Your Portfolio should demonstrate that you have the necessary knowledge, skills, perspectives, and experiences associated with leadership development.

Possible Portfolio Formats

The Portfolio is designed to be flexible. There are several example formats available from the Illinois Leadership® Center.

1. *Printed Portfolio* – a paper document or binder
2. *Electronic Portfolio* – This can take the format of a PPT, Blog, or website. We offer E-Portfolio workshops to help students gain the skills to develop their portfolios online.
3. *Other Formats* – Poster, Scrapbook, Multimedia Portfolio

The Portfolio need not be limited to the Leadership Certificate alone – leadership growth through the Certificate Program may merely be one component of the student’s overall Portfolio. Students can keep this functionality in mind while designing their Portfolio. Make a list of possible components to include in the Portfolio, including the required sections listed below. Based on the format you choose, you will decide how to incorporate each component into the Portfolio design.

Required Portfolio Components

1. *Introduce yourself* – You can describe why you are participating in the certificate program, what you believe leadership involves, and/or an explanation of your own personal mission statement.
2. Your final *Personal Development Plan (PDP)* – Revised and updated from initial version. Reflect on how your conception of leadership has/has not changed in your Personal Mission Statement and discuss the progress you made in meeting your two improvement goals and any future work to be done or goals you will be working on.
3. *Growth in the 11 Skills & Attributes* – Demonstrates how you have grown within each of the 11 skills and attributes and the evidence you have that demonstrates this growth (include final Objectives/Evidence table from PDP)
4. *Reflection Papers* – For each leadership program, academic course, and team experience, share what you learned through your involvement and how they connect to your goals
5. *Optional Elements*: Resume, i-Program certificates, photographs, quotes, other items

Submitting Your Portfolio

Once your coach has reviewed your final Portfolio and verified you have completed all the Program requirements, please submit your final Leadership Portfolio to the Leadership Center by the expressed deadline during the semester you are completing. You will also need to submit your electronic Completion Documents online by this deadline as well. For additional information on deadlines and completion information, please contact **Esther Lamarre** (el5@illinois.edu) or call the Leadership Center (217.333.0604).

Completion Process Checklist

- ✓ Check in with your Coach the semester before to review your progress and set any goals that are needed to complete
- ✓ In the semester you are completing, contact Esther Lamarre (el5@illinois.edu) by November 1 or February 1 with your completion plans
- ✓ Finalize your Portfolio and include all the required elements (see above notes)
- ✓ Submit your Completion Documents Online by the correct submission deadline
- ✓ Submit your final COACH-APPROVED Portfolio to the Illinois Leadership Center by the correct deadline
- ✓ Attend the Completion Ceremony and display your Portfolio