

Co-curricular Career Builder Portfolio

A Documentation of Learning and
Achievement

Record of Learning/Achievement

Co-Curricular Experience

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| <p>Academic presentation, projects Athletics/Fitness/Recreation Clubs and Organizations Committees Conferences and Workshops Diversity Experiences Fine Arts</p> | <p>Honors, awards, recognition Internships, fieldwork of all kinds Professional associations Spiritual development Talents, abilities, interests Volunteer/community service Work Experience...on or off campus</p> |
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Skills and Competencies

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| <p><u>Communications Skills</u> Listening to understand others Speaking clearly and communicating ideas with confidence Public presentation Writing clearly and effectively</p> | <p><u>Leadership Skills</u> Ability to motivate, organize, empower Consensus Building Being a role model</p> |
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| <p><u>Interpersonal/Teamwork Skills</u> Respect for others' ideas and positions Ability to work cooperatively Commitment to team goals Ability to motivate Conflict resolution Being a role model</p> | <p><u>Life Management Skills</u> Positive Attitude Integrity Curiosity Organization Time Management Decision making Ability to manage change Physical health and wellness Problem solving</p> |
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| <p><u>Critical and Creative Thinking Skills</u> Using logic in planning and problem solving Research of information Commitment to lifelong learning Decision making</p> | <p><u>Intercultural Understanding</u> Global perspective World consciousness Appreciation of human differences</p> |
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| <p><u>Project Development Skills</u> Organization Research Creativity</p> | <p>Social Responsibility Respect for others' ideas and positions Ethical standards Understanding of and respect for diversity Civic responsibility Promotion of social justice Service to the community Environmental awareness</p> |
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| <u>Appreciation of the Arts, Creativity</u> Gaining an understanding of aesthetic values and talents Learning to think outside the box Developing a sense of humor | <u>Career Readiness... Technical Skills</u> Certifications Major related, career specific List others |
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FIRST YEAR Setting goals for college experience

Theme: Seeing the connections between all parts of your SC experience

Reflection on first year experience, skills and competencies developed

Revise Goals

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| Activity | Date |
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SECOND YEAR

Theme: Balancing your experiences to enhance your education and career

Reflect on mind, body, spirit connections

Revise goals

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| Activity | Date |
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| Activity | Date |
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THIRD YEAR - Review Goals

Theme: Developing the foundations for career readiness

Develop and reflect on competencies for major

Revise Goals

| Activity | Date |
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FOURTH YEAR – Review Goals

Theme: Senior connections

Reflect on growth in all competencies and skills

Contents demonstrate readiness for career or graduate school

Resume, cover letter, references, samples of work, essays, etc.

| Activity | Date |
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