

UMCommunityLINK

CREATING AN APPLICATION

FOR THE CCR REVIEW COMMITTEE

Contact: Kevin Oliver
Kevin.Oliver@umanitoba.ca
May 2015

ABOUT THIS GUIDE

In this guide you will learn: who is a member of the CCR Review Committee, what categories of recognition you can apply to, and how to develop an application.

If you have any questions, concerns or require any help throughout the process – please contact Kevin Oliver, Kevin.Oliver@umanitoba.ca.

The CCR Review Committee is made up of:

- Director of Student Life
- Student Life Coordinator
- University of Manitoba Registrar
- Representative from UMSU
- Representative from GSA
- Representative from Career Services
- Representative from the Council of Student Affairs
- Representative from the U of M Faculty

In order to have your involvement recognized on your co-curricular record, each member of the Committee must approve your application.

Steps for creating an application:

- Step 1.** Determine your category.
- Step 2.** Fill in an application on UMCommunityLINK.
- Step 3.** Submit the application on UMCommunityLINK.
- Step 4.** Wait for initial feedback and resubmit (if needed)

There are 6 categories that students can receive recognition under:

- Leadership (pg. 3)
- Volunteerism & participation (pg. 3)
- Service-learning (pg. 4)
- Foundational skill development (pg. 5)
- Awards (pg. 5)
- Governance (pg. 6)

To determine which category you fit best under, please read the description of each category. There is a checklist of requirements for each category provided, if you meet all of the criteria under a category, that is the category you should apply for.

A. LEADERSHIP

The **Leadership** category is intended to provide recognition to students who are actively involved in roles that have a high level of responsibility. Students in a leadership role show initiative, have the ability to make decisions, are responsible for organizing and coordinating events or programs, and may have others under their direction.

A common example of an approved leadership activity on the Co-Curricular Record is an UMSU student group executive (please note that not all UMSU student group executives are approved leadership activities).

Criteria for approval under Leadership:

To be recognized under the category of Leadership on the CCR your activity must meet all of the criteria below:

- Leadership programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA.
- Leadership programs must not be for academic credit.
- Programs must have defined learning outcomes.
- Leadership programs must have stated learning outcomes for students.
- Students must be in a position of responsibility and be required to make decisions and take initiative.
- Programs must demonstrate that students acquire and use leadership skills and provide opportunities for personal and professional development.
- If students receive monetary compensation for the position, the amount cannot be reflective of the amount of time the participants contribute to the program (e.g. small honorarium vs. an hourly wage).

B. VOLUNTEERISM & PARTICIPATION

The **Volunteerism & Participation** category is intended to provide recognition to students whose main role is to provide a service, support, or fill a need within an organization or program. Typically volunteers have assigned roles and do not have decision making ability, significant amount of responsibility, and do not provide direction to subordinates.

An example of an approved co-curricular volunteerism activity is an Orientation Volunteer. Orientation volunteers are provided training, specific roles, and help the University of Manitoba facilitate first year orientation by supporting programming. They do not create programming, supervise, provide direction, or make major decisions.

Criteria for approval under Volunteering & Participation:

To be recognized under the category of Volunteerism & Participation on the CCR your activity must meet all of the criteria below:

- Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA.
- Programs must not be for academic credit.
- Programs must have defined learning outcomes.
- Students must commit a minimum of 10 hours to a program/activity.
- Students must not receive monetary remuneration for participation.
- Program must provide training/orientation in regards to skills required to fulfill the volunteer/participation program prior to program commencement.
- Program must contribute to the University community and/or the community at large through the student's commitment to the selected program.

C. SERVICE-LEARNING

The **Service-Learning** category is intended to provide recognition to students for participation in university approved service-learning programs. Service-learning programs work collaboratively with a community partner to meet an identified need or community goal. Service-learning programs involve students in an intentional and reflective learning experience through pre-departure training, guided reflections, and post-program debriefs.

An example of an approved service-learning activity is the Children Rising Mentorship Program (CRMP). CRMP works with Skownan First Nation and Career Trek to help provide mentorship and skill development programming to children from Skownan. Skownan First Nation is involved in the development and facilitation of programming and has identified needs/goals that the program should help meet. Student participants participate in training, reflect on learning after each activity, and participate in a post program debrief.

Criteria for approval under Service-Learning:

To be recognized under the category of Service-Learning on the CCR your activity must meet all of the criteria below:

- Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA.
- Programs must not be for academic credit.
- Programs must engage in reciprocal project work that impacts a community and is developed in consultation with a community partner.
- Programs must include an orientation prior to program commencement that is appropriate length compared to the duration and intensity of the Service-Learning Program. The orientation must address risk management information, health and safety considerations, and establish appropriate conduct expectations. Depending on the location of the program (e.g., another country) additional training may also be required.
- Programs must include a personal reflection component that is of an appropriate duration and intensity to the Service-Learning Program.
- Programs must include post-program debriefs focused on the lessons learned, and implementation of knowledge acquired as a result of the program that is of appropriate intensity to the Service-Learning Program.

D. FOUNDATIONAL SKILL DEVELOPMENT

The category of **Foundational Skill Development** is intended to provide recognition for students that participate in non-credit courses, workshops, conferences, or other programs that increase a student's personal or professional competency. All non-credit courses, workshops, conferences or professional development programs must provide a curriculum or program plan that includes learning outcomes, detail about intentional instruction methods, and plan for assessing learning. Foundational Skill Development is for programs that provide an intentional learning experience with developed instruction methods and learning activities. Programs are not eligible for CCR status if they are required for graduation, recorded on the academic transcript, or a mandatory component of a program.

Criteria for approval under Foundational Skill Development:

To be recognized under the category of Foundational Skill Development on the CCR your activity must meet all of the criteria below:

- Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA.
- Programs must not be for academic credit.
- Programs must have defined learning outcomes.
- Programs must improve the student's personal and professional competencies and may benefit the University of Manitoba community.
- Programs must not be part of a course requirement.

E. AWARDS

The category of **Awards** is intended to recognize students that receive an award for activities that are co-curricular in nature. Awards cannot be provided for work completed as part of a course or program or are currently recognized on the academic transcript. If an award is being provided for research that is co-curricular in nature, the recipient must present their work to the University of Manitoba in an appropriate forum.

Criteria for approval under Awards:

To be recognized under the category of Awards on the CCR your activity must meet all of the criteria below:

- Programs must be under the direction of a University of Manitoba Faculty, Department, administrative unit, UMSU, or GSA.
- Programs must not be for academic credit.
- Programs must have defined learning outcomes.
- Students must improve the student's personal and professional competencies and may benefit the University of Manitoba community.
- Program must not be part of a course requirement.

F. GOVERNANCE

The category of **Governance** is intended to provide recognition to students for participation in any governing body, committee, or council. UMSU, faculty, and GSA councils are examples of an approved governance activity.

As per the Senate Policy, all governance activities are automatically approved for recognition on the Co-Curricular Record and do not need to apply to the CCR Review Committee. Please email Kevin.Oliver@umanitoba directly to begin providing recognition to students. *If you are unsure if you qualify for the governance category, please fill out an application.*

Criteria for approval under Governance:

To be recognized under the category of Governance on the CCR your activity must meet all of the criteria below:

- Be an active member of the University of Manitoba Board of Governors, Senate, Faculty Council, Department Council, Presidential Committees, Faculty/School Student Councils, UMSU Council, GSA Council, or their related standing, ad hoc and sub-committees. These committees should be in a position to inform or enact a decision.
- These committees should have defined learning outcomes for student members.
- The term “active” will be assessed by the chair or designated representative of the body concerned using the following guidelines:
 - Attendance at 50% of the meetings in the academic year (unless the respective committee/council has higher attendance criteria).
 - The body must convene at least once a year.
 - The member must have contributed to the committee and participated in the committee process.