



PRESIDENT'S
LEADERSHIP
PROGRAM

*PRESIDENT'S
LEADERSHIP
PROGRAM*

*HANDBOOK
2009-2010*

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Vision Statement

President's Leadership Program - Enriching lives through leadership

Mission Statement

We enhance students' personal growth by exploring educational and practical leadership endeavors incorporating integrity and compassion.

Goals

- 1) Apply and expand leadership capabilities through an internship and/or study abroad.
- 2) Model meaningful service within and for one's community OR Engage yourself into the community by giving back.
- 3) Determine where your leadership skills can be applied. Contribute to and be involved in activities outside of PLP.
- 4) Maintain a high standard of academic achievement while determining your career interests.
- 5) Contribute to the overall progress of the program and give back in a meaningful way.
- 6) Leave this program knowing you have discovered and learned about yourself as a leader and will continue to grow.

**PRESIDENT'S LEADERSHIP PROGRAM
"STATEMENT OF UNDERSTANDING"**

As a member of the President's Leadership Program (**PLP**) at the University of Northern Colorado, I am fully committed to the program and understand that my responsibilities include the following:

1. I will follow the University of Northern Colorado's Standard of Conduct, knowing that a violation of these standards could result in dismissal from PLP and revocation of my scholarship.
2. I will complete the required leadership classes and the required internship or study abroad before graduation. I must have an "A" or "B" in all PLP required courses, if not, I am aware that I may be permitted to retake the course with approval from the registrar's office and the PLP staff.
3. I understand that I must be a full-time student enrolled in at least 12 credit hours in each of the eight PLP-eligible terms. I further understand that my cumulative GPA must remain at 3.25 or above. If my GPA falls below 3.25, at the discretion of the PLP staff, I will be given one semester to raise it to 3.25. If I do not, my scholarship and the opportunity to participate in the program will be revoked.
4. I will attend and be an active participant in as many planned PLP events as possible. I know that in order to keep my scholarship I must attend the mandatory events listed in the Attendance Policy in the PLP handbook.
5. I will fulfill my community service requirement (reference handouts for each semester's requirements).
6. I am aware of the responsibility to create, update, and complete a Leadership Portfolio. (See handbook).
7. I am aware that at the end of my second semester in PLP, I will reapply to the program and submit an application which will include essay questions regarding my participation and growth in the program. An interview panel will be part of the reapplication process, and I will be notified of my status in the summer following my second semester.
8. I have received a copy of this Statement of Understanding.

I, _____ have read the above statement and will abide by it as a member of the President's Leadership Program, beginning in the Fall semester of the current year.

Signature

Date

Unfortunately, I will not be able to participate in the President's Leadership Program.

Signature

Date

PLP Attendance Policy

As a member of PLP, we expect your presence at as many functions as possible. To clarify, we have developed this list of events by category, so you know in advance our expectations and the consequences of missing events. We also know this is the "real world" and that alarm clocks don't always go off and you are all busy being stars, so we have tried to create a realistic policy.

Category 1

Fall Retreat (freshmen, sophomores, and staff) - August 21, 2009

Family and Friends Weekend Brunch - September 12, 2009

Spring Banquet - April 25, 2010

Need to attend all of the above.

Category 2

Monthly Meetings

Need to attend 7 of the 7 meetings

Category 3 *2 Events out of this category must be done with your buddy

Speaker Series (need to attend 7 approved speakers throughout the year)

Fundraisers (need to attend 1 of 2)

Senior Presentations (need to attend 1 of 2) 11/23 & 11/30, 5pm

Category 4

Fall Picnic 9/11, 5-7pm Glenmere

Homecoming 10/4-10

Holiday Party, 12/1 5-7pm Centennial Hall

CLA Events: Luncheon, etc.

Spring Picnic

** These are all optional, social events*

For exceptions, please see Catie.

If you are unable to fulfill your attendance requirements, at the discretion of the PLP staff, your eligibility as well as your scholarship may be in question.

**PLP Monthly Meetings
2009 - 2010**

Tuesday, September 8 th	7:00 am
Tuesday, October 6 th	7:00 am
Tuesday, November 3 rd	7:00 am
Tuesday, January 19 th	7:00 am
Tuesday, February 9 th	7:00 am
Tuesday, March 9 th	7:00 am
Tuesday, April 6 th	7:00 am

Leadership Portfolio

This portfolio will be a place for you to keep track of your leadership activities throughout the year, and it will also serve as a place for you to track your PLP requirements.

Speaker Series:

You must attend 7 speakers during the entire academic year that PLP designates as part of the PLP speaker series, or that you talk to me about in advance. You will write a one-page summary about your experience at the speaking event, including when and where it took place, who spoke, and what the person spoke about.

Fundraiser:

You must help out with one fundraiser put on by the Center for Honors, Scholars, and Leadership. You will write a one-page reflection on your experience at the fundraiser.

Resume:

You will include a copy of an updated resume that lists your activities during the year in terms of service, involvement, leadership positions, etc.

Community Service:

You will include a copy of your service hours for fall and spring along with the designated service project. The hours must be signed and completed before portfolio due dates.

Leadership Development:

You will include a reflection paper on what your biggest leadership lesson was during the year. Did you learn about conflict resolution while running your fraternity? Did you realize that you tend to not delegate well? Did you try something and fail?

Internship/Study Abroad:

You will include your plans for study abroad or fulfill an internship, beginning your freshmen year until you complete the requirement. Once you have signed up for either the abroad option or internship option, you will complete the listed requirements in your handbook and turn them in with this portfolio.



**Community Service Time Sheet
Fall 2009**

Individual Hours

Hr	Date	Activity	Organization	Witness
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Group Project

Hrs	Date	Activity	Organization	Witness

Please personally sign this form at the end of the semester, prior to turning it in, to truthfully signify completion of all 18 hours and 1 PLP Group Project!

I, _____, have completed the 18 required community service hours and 1 PLP group project for the Fall semester of 2009.

Signature: _____

*** Attach this sheet to your leadership portfolio!**

Above & Beyond Hours

Hr	Date	Activity	Organization	Witness
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
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29				
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31				
32				
33				
34				
35				
36				



**Community Service Time Sheet
Spring 2010**

Individual Hours

Hr	Date	Activity	Organization	Witness
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Group Project

Hrs	Date	Activity	Organization	Witness

Please personally sign this form at the end of the semester, prior to turning it in, to truthfully signify completion of all 18 hours and 1 PLP Group Project!

I, _____, have completed the 18 required community service hours and 1 PLP group project for the Spring semester of 2010.

Signature: _____

*** Attach this sheet to your leadership portfolio!**

Above & Beyond Hours

Hr	Date	Activity	Organization	Witness
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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36				

**PLP
REAPPLICATION PROCESS
Second Semester Applicants – Class of 2009**

Applications are due to the PLP office by **March 5th**, no exceptions. Interviews will be the week of **either 3/8-3/12 or 3/22-3/26** and will be held in the PLP office. Please bring an updated resume to the interview. Sign up sheets will be posted.

Name _____

Major _____

Minor _____

Current GPA _____

Anticipated Graduation Semester _____ Year _____

Anticipated Internship Semester _____ Year _____

Anticipated Study Abroad Semester(s) _____ Year _____

Required Attendance at PLP events: Retreat _____ Parent Weekend _____

Monthly Meetings _____ (7 total) Speaker Series _____ (7 total)

Learning Weekend _____ Senior Presentations _____

Check all PLP prefixed and other required classes completed. Please indicate with an "IP" if you are currently taking the course

MIND 180 _____

PLP 100 _____

PLP 200 _____

PLP 492 _____ # of credits _____

PLP 499 _____

On a separate page, complete the following essay questions.

- 1) What have you done for PLP? What has PLP done for you?
- 2) Detail your leadership accomplishments and current interests beyond self, including how they have grown and reshaped since you have been involved in PLP.
- 3) Explain your plans for your internship and/or study abroad.

PLP Internships

Definition

An internship is primarily an educational experience, a jobsite immersion in professional work and career opportunity. It differs from a job in that employment for hire, while often a learning experience, is focused on wages and task performance rather than career training or exposure. So PLP will give you academic credit for what you learn, but not for what you earn. Both paid as well as unpaid internships are eligible, so long as the internship's focus is primarily educational.

Process

- 1) A PLP Internship begins with the "Internship Agreement Form," due at least a month before the internship begins. It details the specifics of the internship opportunity and briefly outlines what you hope to gain from the experience. This should be accompanied by an explanation of your proposed responsibilities from the jobsite supervisor. Remember, both your signature and the supervisor's are required.
- 2) The internship proposed must offer you at least three hours of learning a week for each hour of credit earned, so that you will work for 45 hours a term for one hour's credit, 90 for two hours credit, and 135 for the whole three credit hours available. You may have more than one approved internship as long as the available three hours of credit are appropriately divided among the internship opportunities.
- 3) At the end of your term, you will need to meet with the PLP internship coordinator and you will need to submit a letter from your supervisor with verification of the hours you worked and an evaluation of your performance.
- 4) You will need to set up a meeting with the Experiential Learning Coordinator, Tony Smith, in career services: 351-1844 or tony.smith@unco.edu. He will make sure that you are on track.

Education Majors

If you have two blocks of student teaching, you may count them both. To be consistent, for the first block of student teaching register for two (2) credits toward your internship and for your second block register for one (1) credit. Therefore you will receive a total of three (3) credit hours for PLP 492. If you are only required to take one block of student teaching, then you may register for all three credits at the same time.

**PLP INTERNSHIP
AGREEMENT FORM**

This form is to be completed by the student in conjunction with the site supervisor. Please note that two signatures are required for the form to be complete: yours and your supervisor's. It is recommended that you retain a copy of this agreement for your records. Upon completion, this form is to be returned to the PLP office who will then permit you to register for PLP 492.

Student Name _____

Home Phone _____ Cell Phone _____

Address _____ City _____

Email Address _____

Internship Semester _____ Year _____

Credit Hours _____ = On-Site Hours _____
(45 hrs = 1 credit, 90 hrs = 2 credits, 135 hrs = 3credits)

Company/Agency/School _____

Address _____
Street City State Zip

Phone _____

Supervisor(s) _____

Starting Date _____ Completion Date _____

Proposed hours per week at site _____

Signature, Supervisor _____ Date _____

Signature, Student _____ Date _____

For Office Only

Approval Signature _____

Credit Earned _____ Semester Received _____

1st Check Point Meeting Completed _____

2nd Check Point Meeting Completed _____

Paper Received _____

Internship Requirements Completed _____

SUPERVISOR EVALUATION FORM

The following will be the evaluation of the student, according to the supervisor, as to what the internship entailed.

1. Description of student's duties and responsibilities:

2. Aspects or section of the agency with which the student was involved:

3. Supervisor's Evaluation Comments:

TO BE FILLED OUT BY THE STUDENT

1. Briefly describe how your internship involvement at this site will contribute to your development in PLP and/or your chosen career?

2. Briefly describe what you feel your contributions will be to the site with which you will be working.

PLP Study Abroad Form

Name: _____

University Attending: _____

Dates and Semester(s) attending University: _____

Credits Earning: Fall _____ Spring _____ Summer _____

Foreign Country's visiting: _____

What organization are you going through: _____

Language Immersion Program: YES NO If Yes, what language: _____

Where will you be living: _____

Semester returning to UNC _____ Year _____

Date Leaving U.S. _____ Date Returning to U.S. _____

Credits Earned through PLP 492 _____

-
- 1.) Please turn in a copy of your documentation, including the group you are traveling through and the contact person for your group.
 - 2.) Please make sure that any classes you will be taking have been approved for credit and that they will indeed transfer back to UNC. You will need a signature to document this and make it official.
 - 3.) Within one month from when you return to the U.S., please turn in a 2-3 page paper, describing one of the most significant experiences you had during your study abroad.

FOR OFFICE USE ONLY

Approved By: _____ Date: _____

Comments: _____

Leadership Opportunities in PLP

How can I get involved? There are many ways for you to be involved in PLP. Here's how!

Focus Group- Every year we ask for volunteers to evaluate the components of the program. The group meets once to twice a month.

Student Staff- After completing two semesters in PLP, you are eligible to apply for a staff position that includes the following opportunities:

- Classroom Assistant
- Activities Coordinator
- Student Recruiter
- Community Service Coordinator
- Fundraising Coordinator
- Alumni Coordinator

Work Study- Every year we have one or two students who help us out in the office. We'd be lost without these people.

Community Service Group Project Committee- We plan one or two group service projects per year, and the Community Service Coordinator asks for input.

Recruiting Efforts- We want the best of the best, and you can help us find them.

- Visit your High School during the Holiday break.
- Preview Days- we have a table and you visit with high school seniors
- Sneak Peeks- these is our own recruiting day on campus
- College Fairs- we have the opportunity to travel and promote PLP

El Pomar Scholars- Please see handbook for description and application.

CLA Scholar Board- One student will be selected to serve as a liaison between CLA and PLP. Please see handbook for insert and application.

CLA Annual Events- There are many events sponsored by CLA that are always looking for volunteers, including the Leadership Summit and the spring luncheon.

Activities- Any ideas you have to get students together are welcome. Examples are study groups or intramurals.

Mentor by Major- Upperclassmen help younger students with registration and class information/questions. Students within your major can give you invaluable advice.

Discover UNC- Every summer when the incoming freshman for PLP are registering, volunteers are always needed.

El Pomar Scholars Program 2009-2010 Program Goals

Scholars will gain:

- Knowledge of the non-profit sector
- Valuable cross-campus networking
- Knowledge of Colorado and its varied communities
- Basic knowledge of fundraising practices
- Further civic engagement opportunities
- An awareness and understanding of El Pomar Foundation and possible inclusion in El Pomar events, outreach activities, etc.
- Opportunities to mentor and be mentored within the program
- Leadership roles within CLA
- Possible experiential application of non-profit knowledge

Scholars will provide CLA:

- Student leadership
- A network of students through which to enhance cross-campus communication
- Possible source of fundraising for CLA-related programs

Basic and Required Programming Structure:

- A kick-off event where students meet each other and brainstorm desired goals for the year
- A fall weekend of programming and curriculum
- One day of programming and planning; possibly the day prior to the Summit
- A spring weekend of programming and curriculum
- Other opportunities as requested by scholars

Selection Process Timeline:

- Program Directors will oversee the selection process at their campuses
- Selection Dates TBA

El Pomar Scholars – 2009-2010

Class of 2007
Class of 2008

Jessica Ellis, Michelle Strickler and Stephanie South
Katy Nikkel

CLA Scholar Board Expectations

As a member of the Colorado Leadership Alliance Scholar Board I am fully committed to the program and understand that my responsibilities include the following:

- 1.) I will commit to attending every meeting and accept the circumstances of missing meetings: one unexcused absence results in probation and two unexcused absences will result in expulsion from the board.
- 2.) I understand that this is a working board and that I will be asked to complete tasks and report back to both my individual university program director/s as well as the other members of the CLA Scholar Board.
- 3.) I am aware that this board is not focused on team building but rather on leadership in action, meaning that I will focus my efforts on accomplishing goals and getting results.
- 4.) I understand that I am responsible for representing my university and its codes of conduct at any CLA Scholar Board event.
- 5.) I will represent the needs of my individual leadership program to the best of my ability by being an active participant in meetings and in any extra curricular events that I am able to attend.
- 6.) I will familiarize myself with the components of CLA as an organization as well as with the components of each individual leadership program in CLA.
- 7.) I am aware that it is my responsibility to inform my individual program about upcoming CLA events and to actively recruit members from my program to participate.
- 8.) I understand that I am to attend the CLA Luncheon as a student ambassador and facilitate with recruitment for the event.
- 9.) I will attend at least one Denver Metro Chamber Foundation student opportunity while I am a member of the CLA Scholar Board.

I, _____ have read the above statements and will abide by them as a member of the Colorado Leadership Alliance Scholar Board, beginning in the Fall semester of the current year.

Signature

Date

Unfortunately, I will not be able to participate in the Colorado Leadership Alliance Scholar Board.

Signature

Date

**PLP Staff:
Contact Information & Office Hours
Fall 2009**

Catie Rohloff	10-11 MWF	(o) 351-1691 (c) 970-590-2846
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Student Staff

Adriane Zachary		970-321-2128
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Haley Ballenger

Holly Wills

Kody Maynard

Lexi Ververs

Patrick Risk		435-515-5085
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Stephanie South		970-210-7022
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