Mohawk College
Co-Curricular Record
Co-Curricular Record Overview

What is a Co-Curricular Record & Program?

The Co-Curricular Record is a way for students to formally document all of their non-academic, extra-curricular involvement in an official format called a Co-Curricular Record (CCR).

<table>
<thead>
<tr>
<th>It will include activities such as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer activities</td>
</tr>
<tr>
<td>Student leadership</td>
</tr>
<tr>
<td>Athletics &amp; recreation</td>
</tr>
<tr>
<td>Clubs, student groups &amp; Social Inc</td>
</tr>
<tr>
<td>Awards</td>
</tr>
<tr>
<td>Peer mentoring &amp; tutoring</td>
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<tr>
<td>Ambassador program</td>
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</table>
Purpose of the Co-Curricular Record

Prepare students for the world of work by supplemental to the program of study.

Provide students with verifiable means of documenting their involvement in co-curricular programs.

Highlight additional learning from participation in activities outside the classroom.

Complement to student’s academic transcripts with a record of how a student participated in student leadership activities.

Enhance the student’s resume and e-portfolio
Benefits of the Co-Curricular Records

The CCR has been put in place so that students can choose to enrich their college experience beyond the classroom in ways that will benefit their career goals.

The CCR will give students the edge that graduate schools and future employers are looking for.

Adds balance to student’s e-portfolio.

Validates the student leadership experience on campus at Mohawk.
E-Portfolio & Co-curricular

• E-portfolio is academic based to capture student work & experiential learning (skills & ability)

• Co-curricular record is extra or co-curricular in nature, students **do not receive academic credit** (involvement)

• E-portfolio is an online showcase of work and achievements

• Co-curricular record is an online tool which can be printed as a document to supplement a transcript or build a resume

• Both e-portfolio and co-curricular record capture learning that supports institutional learning outcomes
Criteria for Recognition on the Co-Curricular Record

*Activities must meet all 4 criteria to be eligible for CCR recognition*

1. Activity provides students with meaningful learning opportunities
2. Activity is co-curricular in nature and is not required for academic credit
3. Activity meets validation process requirements
4. Activity supports & fosters transformational experiences as opposed to transactional services
Activity provides students with meaningful learning opportunities

- Research shows that student involvement in co-curricular activities has the potential to yield significant learning. To ensure that activities provide intentional learning opportunities for students, Learning Outcomes must be identified at the beginning of each year. These Learning outcomes can be used to guide programming, training and anticipated learning for student participants.

- Requests for inclusion within the co-curricular record are reviewed by Student Engagement

- Student engagement will ensure learning outcomes are identified & entered into system

- Any activity that does not demonstrate that meaningful learning is taking place will not qualify for co-curricular recognition until changes are made and programming is reassessed.

- Once entered any student can apply for recognition by having experience validated by faculty/staff/community advisor
Learning Outcomes

<table>
<thead>
<tr>
<th>The Learning Outcomes Include</th>
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<tbody>
<tr>
<td><strong>Communication</strong></td>
<td><strong>Critical Thinking &amp; Creative Problem Solving</strong></td>
</tr>
<tr>
<td>Effective Communication</td>
<td>Creativity &amp; Innovation</td>
</tr>
<tr>
<td><strong>Collaboration</strong></td>
<td><strong>Continuous Learning</strong></td>
</tr>
<tr>
<td>Collaboration/Teamwork</td>
<td>Intentional Learning</td>
</tr>
<tr>
<td>Meaningful Interpersonal Relationships</td>
<td>Technical Competence</td>
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<tr>
<td>Leadership Development</td>
<td>Adaptability &amp; Flexibility</td>
</tr>
<tr>
<td><strong>Responsible Citizen</strong></td>
<td>Planning &amp; Organization</td>
</tr>
<tr>
<td>Appreciating Diversity</td>
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<tr>
<td>Self Awareness &amp; Positive Attitude</td>
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<tr>
<td>Healthy Behaviors</td>
<td></td>
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<tr>
<td>Social Responsibility &amp; Civic Engagement</td>
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<tr>
<td>Sustainability &amp; Globalization</td>
<td></td>
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<tr>
<td>Spiritual Wellbeing</td>
<td></td>
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<tr>
<td>Fiscal Responsibility</td>
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</tbody>
</table>

* Learning Outcomes highlighted in **BOLD** are Mohawk’s Institutional Learning Outcomes.
Learning Outcome Mapping

- Students select from a number of achievement statements when entering their experiences
- These achievement statements are tied to the learning outcomes
- Worked with Cathy Ozols, Student Success Curriculum Specialist on mapping

Sample:

<table>
<thead>
<tr>
<th>Learning outcome</th>
<th>Achievement statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Communication</td>
<td>Writes and speaks coherently and effectively</td>
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<tr>
<td></td>
<td>Writes and speaks after reflection</td>
</tr>
<tr>
<td></td>
<td>Able to influence others through writing, speaking or artistic expression</td>
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<tr>
<td></td>
<td>Effectively articulates abstract ideas</td>
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<tr>
<td></td>
<td>Delivers presentations or gives performances</td>
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<tr>
<td></td>
<td>Employs conflict resolution strategies</td>
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<tr>
<td></td>
<td>Uses engaging communication techniques</td>
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</tbody>
</table>
Proposed Recognized Activities

- Leadership Roles – MSA, MCACES, MSLA
- Varsity, Intramurals & Sport Clubs
- Student Groups – eg. MSA, clubs, registered student clubs, Social Inc
- Volunteer Work
- Professional & Personal Development
- Peer mentoring & tutoring
- Ambassador program
- Awards: scholarships, bursaries, honours and awards

- ONLY ROLES/ACTIVITIES THAT INVOLVE AT LEAST 20 HOURS OF COMMITMENT CAN BE SUBMITTED
**CCR Process**

**Student**
- Application
  - Select your Activity/position in Orbis
  - If your activity or position is not listed please contact Student Engagement
  - Select your Achievements (automatically link to Learning Outcomes)
  - Submit for validation
- Submit Awards
  - If documenting awards bring them to the CCR office located in Student Engagement
- Update & CCR Record
  - Update your CCR by the listed deadline date found in Orbis
  - You will be notified if your Activity/position submission has been declined and why.
  - Your CCR Records will be ready to view and print once all your activities/positions have been validated.
  - All CCR Records have an Authenticity number

**Staff/Faculty/Organizer**
- Application
  - If your activity or position is not in Orbis, complete the application form (includes a description, achievements that link to learning outcomes automatically). Student Engagement approves entries
  - This event or role must be under your supervision and you become the validator for this activity/position
- Posted
  - Once an activity/position is approved it is listed for students to select and submit for validation
  - The activity/position can also be listed under events calendar for students to sign up.
- Validate
  - Validators must approve or decline a students submission under their category
  - When declining a reason and instructions must be given
Validation Process

Students Entry

Students select activity/position through a database of opportunities. If not in database, students submit activity for validation including name of validator.

The submitted activity/position are verified by that supervisor of the activity or position.

Student Engagement approves and enters into Orbis for future selection. If the entry is declined the student will be contacted with a reason why.
Validation Process

Staff/Faculty/Coordinator Entry

Activity and position requests have a description and expected achievements that link to learning outcomes automatically. Submissions are approved by Student Engagement, if not already in the system.

Once a student enters their activity or position and it is under your category area you must approve or decline the students entry.

A reason for declining must be provided.
CCR Record

The student has two views:

1. A detailed view
2. An official CCR Record view

- The detailed view shows the activity or position description with the achievements they selected and if they have leadership points*.

- The official CCR record can be viewed and printed by the student.

- It will list the date, activity/position, description and learning outcome. All records have an authenticity number.

* Leadership points are under discussion
Co-Curricular Record

OFFICIAL CO-CURRICULAR RECORD
Mohawk Student

Authenticity Code: 123458137

Mohawk College gives emphasis to building a learning community that is supportive of student success in all its facets - intellectually, emotionally, socially and physically. The wide variety of activities available to students makes life at college a rewarding and enriching experience. In keeping with this commitment, Mohawk College is offering students a Co-curricular Recognition Program which accounts for a student’s involvement in campus activities and the opportunity for skills and leadership development.

<table>
<thead>
<tr>
<th>CAMPUS SERVICES</th>
<th>Purpose and Description</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
<td><strong>Activity</strong></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>McClary Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>McClary Leadership Program</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT CLUBS</th>
<th>Purpose and Description</th>
<th>Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
<td><strong>Activity</strong></td>
<td></td>
</tr>
<tr>
<td>2012-2013</td>
<td>Club Member</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debating Club</td>
<td></td>
</tr>
</tbody>
</table>

In witness thereof this signature confirms the authenticity of this record: October 04, 2013

Rachel Matthews
Dean of Students
Mohawk College

This is an official co-curricular record. To confirm the authenticity of this record please visit www.mohawkcollege.ca/co-curricular and enter code: 123458137
Next Steps

• Continue meeting with Project Manager Sara Gluchowski on Orbis implementation

• Meeting with Student Services partners including MSA to discuss and for feedback

• Continue meeting with Cathy Ozols re: activity statements and relationship to learning outcomes

• Full internal roll out in May, populating information over summer with complete launch in fall

• Continue meeting with Valerie Parke, re: linkages with e-portfolio