

## Request for Issue of Leadership Certificate

1. Name of student as it should appear on certificate

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2. Course of studies (i.e. Master Degree in Mechanical Engineering)

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3. Date of graduation

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4. List all the co-curricular courses or workshops you have taken at this campus

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(year) \_\_\_\_\_

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(year) \_\_\_\_\_

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(year) \_\_\_\_\_

5. Submit **Practical Service Validation Form** with this application

6. Submit **Reflection Statement** with this application

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(For official use only)

Student application for Leadership Certificate \_\_\_ granted / denied \_\_\_

reasons:

## STUDENT'S REFLECTION STATEMENT

“Allow time for silent reflection.  
Turn inward and digest what has happened.  
Let the senses rest and grow still”

John Heider, *The Tao of Leadership*

Please use these guiding questions to write about the lessons learned during your leadership experience. They are not intended as a rigid outline, but rather, as a tool to help you reflect. Summarize your thoughts in a **maximum** of two sheets:

Your **Reflection Statement** should be a candid and personal elaboration of what this program has meant to you. You should not use others' phrases or ideas. Reflections come from you, and as the word implies, they should mirror your thoughts and attitudes.

What follows are suggestions of issues you may want to include in your Reflection Statement:

- What are the most important lessons you have learned from the workshops and your specific community service?
- What are the challenges you have been able to identify in your personal leadership journey?
- How would you benefit from addressing these challenges?
- What have you learned about yourself, about your values, and about how you relate to others? In which areas do you need to work on weaknesses, and what are your strengths?
- Have you identified your style of leadership? Are there changes or adjustments you will need to do to be a more effective leader?
- How would you apply some of the lessons learned in your future life and career?
- Would you recommend this program to other students? Why?

**PRACTICAL SERVICE  
VALIDATION FORM**

Title or name of activity performed \_\_\_\_\_

Place where this activity occurred \_\_\_\_\_

Date/s of this activity \_\_\_\_\_

Hours of service \_\_\_\_\_

Briefly describe in what consisted your volunteering service

Name, phone number, and signature of person responsible for activity or supervisor

name \_\_\_\_\_

phone \_\_\_\_\_

signature \_\_\_\_\_

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Title or name of activity performed \_\_\_\_\_

Place where this activity occurred \_\_\_\_\_

Date/s of this activity \_\_\_\_\_

Hours of service \_\_\_\_\_

Briefly describe in what consisted your volunteering service

Name, phone number, and signature of person responsible for activity or supervisor

name \_\_\_\_\_

phone \_\_\_\_\_

signature \_\_\_\_\_