Positions User Guide (Students)

Module Overview

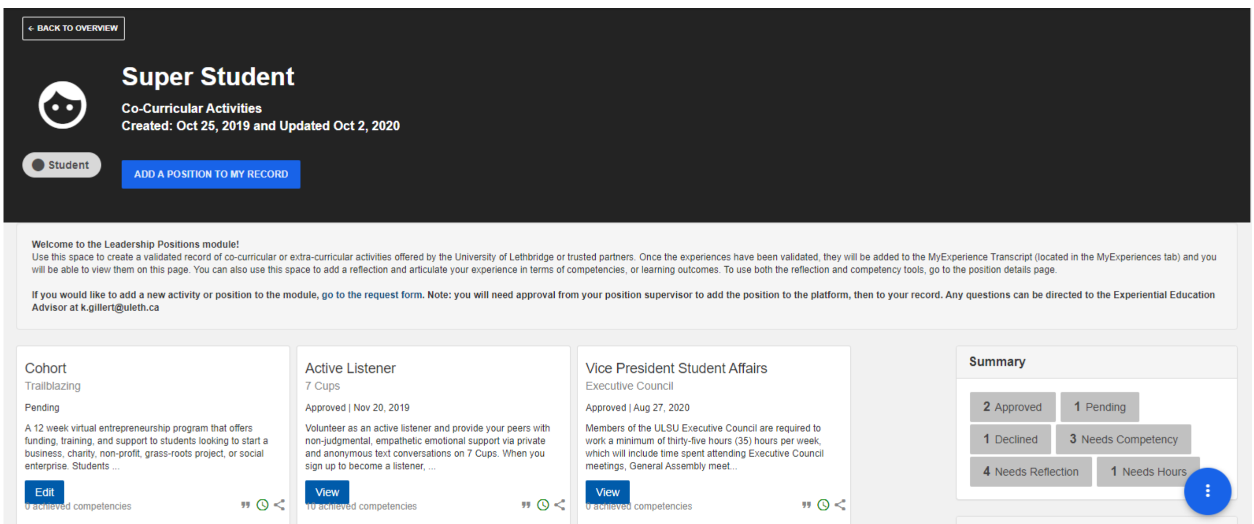
The Leadership Positions Module can be used to create a validated record of co-curricular or extra-curricular activities offered by the U of L or trusted partners. The experiences validated using the Positions module will be included on the MyExperience Transcript (MET). The Leadership module also provides students with a place to add a self-reflection for their activities and articulate their experience in terms of the MET's competency framework.

Activities are organized into the following structure.

1) Category (e.g., University of Lethbridge Student's Union)
2) Activity (e.g., Archaeology Club)
3) Position (e.g., President).

Overview of Student Role

Student Role



What is this role?

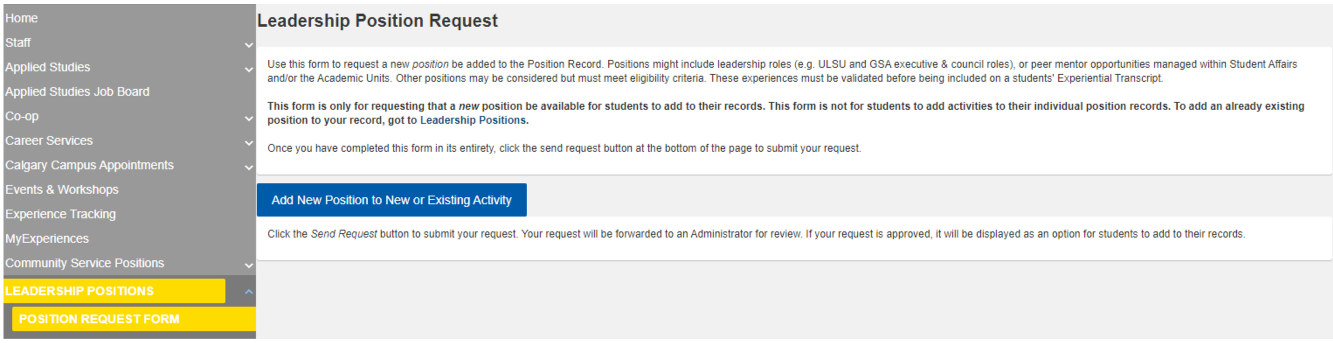
- Allows students to search opportunities.
- Students are able to complete the Positions Request form for new activities
- Students are able to report on activity participation (track time)
- Students are able to reflect on activities
- Students can self-select the competencies they have gained from the position

For whom is this role?

- All students

Requesting new activities/positions

To request a new activity on the record, complete the Positions request form.



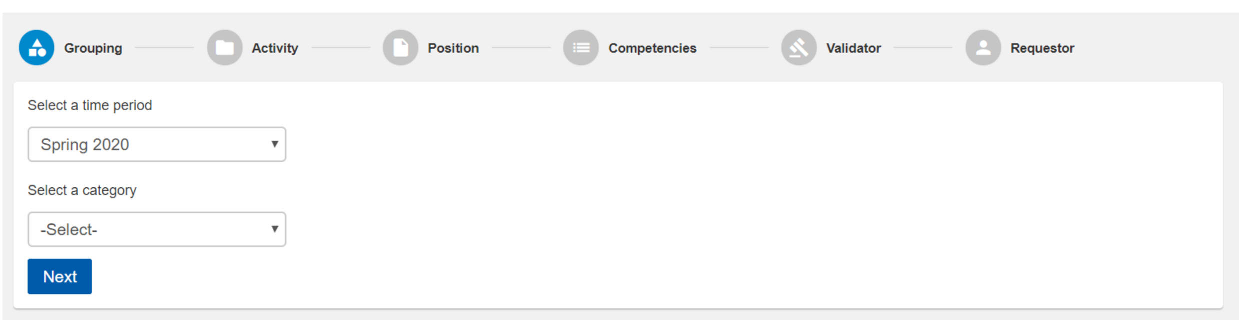
The request form can be completed by Students.

Overview of the Position Request form

The form is broken down into the following sections. Further details are provided below.

Note: You are only required to fill out the sections with an asterisk * all other sections are optional

1. Select Category and Activity
2. Activity Details
    2.1 Where to Direct Requests for Information
3. Positions Details
4. Position Contact Information
5. Anticipated Competencies
6. Applicant Information
7. Validator Information
8. MET



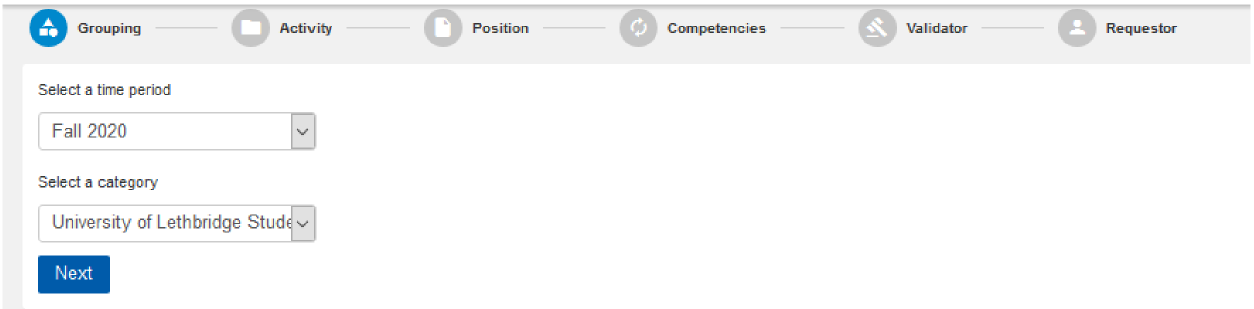
1. Select an Activity

Time Period: this will be the current semester

Category: Name of the trusted partner or validator group in question (University of Lethbridge Student's Union)

- Select existing category or add new if you don't see your category

****If you are unsure of the appropriate category, or activity, please contact an administrator***



Activity Name: The group (Executive council, General Assembly, Club or GLO)

- *The Experiential Catalogue (Get Experience) performs searches based on the Activity Name*
  - *Positions associated with this Activity will be listed within this Activity Posting*
- Select existing or add new

If you select an existing activity, check the activity for existing positions. You *are not required* to select one of these existing positions and can simply close the window if you don't see your position. If the position is already in the platform, you don't need to fill out this form.

If you select an existing activity *but you don't see your position in the list*, select next. The activity details will auto-fill and be non-editable. Simply scroll past the activity details to the positions details section and continue.

If you do not see your activity, add a new one and follow the next step to fill in the Activity Details.

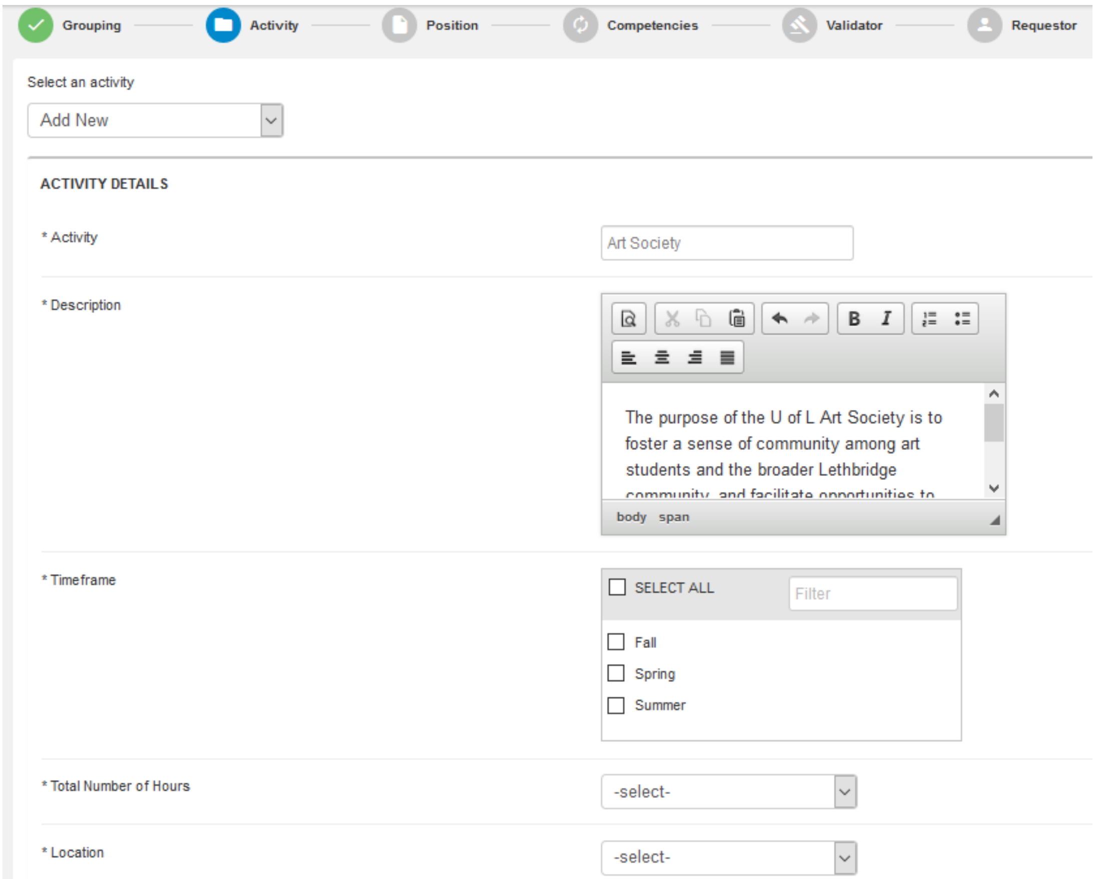
2. Activity Details (*will appear in the Experiential Catalogue listing*)

Description: Describe your ACTIVITY (e.g. [the Club or GLO description]) [See this document for more info]

Timeframe: specify terms (All categories/activities are tied to an academic term in a previous step, but some activities carry over multiple terms and some do not)

Total Number of Hours: Select an hour range from the drop down. If you are unsure, select 'variable'

Location: On or off campus or both

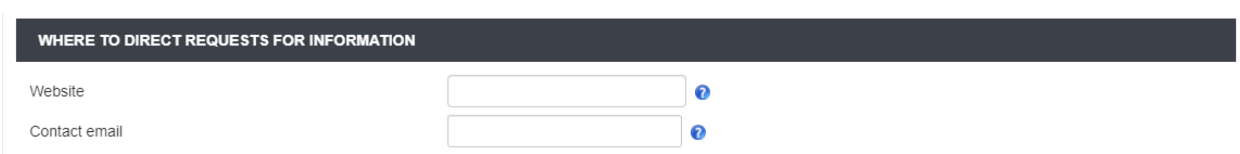


2. 1. Where to Direct Requests for More Information (*will appear in experiential catalogue)*

Website: Provide a link to any external website. This link will appear in the Experiential Catalogue.

NOTE: The Experiential Catalogue can be found [here]

Contact Email: Provide an email for information requests. **DO NOT USE A PERSONAL EMAIL ADDRESS.**



3. Position Details

Position details are displayed at the top in the Positions module listing and the bottom of the Experiential Catalogue Listing.

Position Title: The name of the actual position.

The position title entered here will be included in the experiential catalogue listing for the activity

Average Time Commitment: Specify the number of hours required by this position.

Select a number of hours and whether that number is per week, per month or per semester

Include in Get Experience Catalogue? https://myexperience.uleth.ca/catalogue.htm

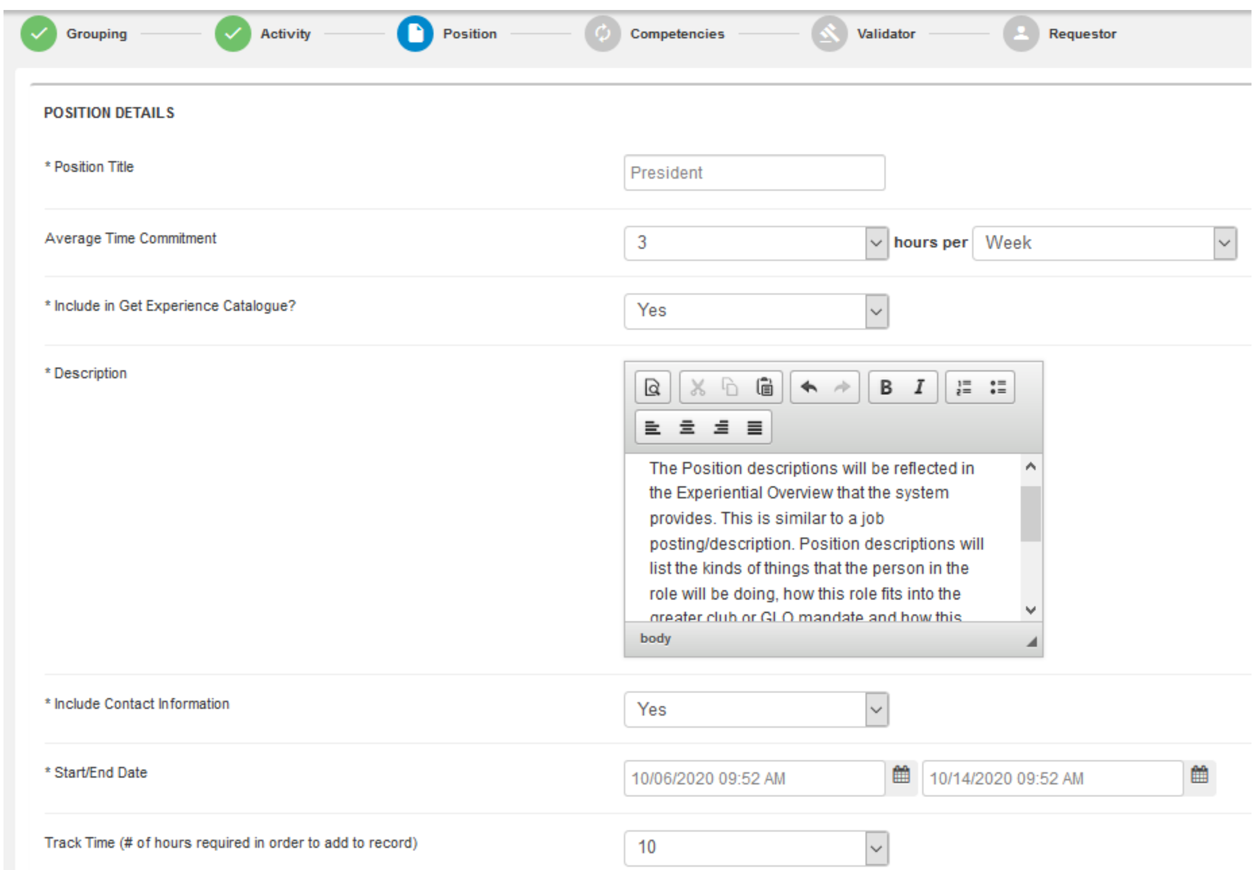
Description: Enter the description of your position. [See this document for more info](#)

*This description will appear in **both** the Experiential* Catalogue *and the MET*

Include Contact Information: Select whether to include contact information in the catalogue (default is yes)

Start/End Date: Select a start and end date

Track Time: (optional field) Specify a number of hours to be completed before the activity can be added to a student record. The average # is 10. If you are unsure, you can put 10.



4. Position Contact Information

This information has to do with the primary point of contact for the position. The Position contact should be someone who is able to both a) respond to student inquiries and b) provide confirmation of participation (and hours) to activity validators. [See this document for more info]

Position Title: *This is the only required field.* i.e.. Vice President Student Affairs) Do not put someone's name in this field.

This position/person should be able to confirm/verify the hours for the position

Email: do not put someone's personal email – this should be a uleth email and should be a shared mailbox whenever possible (ie. su.studentaffairs@uleth.ca)

Phone:

Website:

Counts for Academic credit on Transcript: If you are not getting course credit for this position, select No

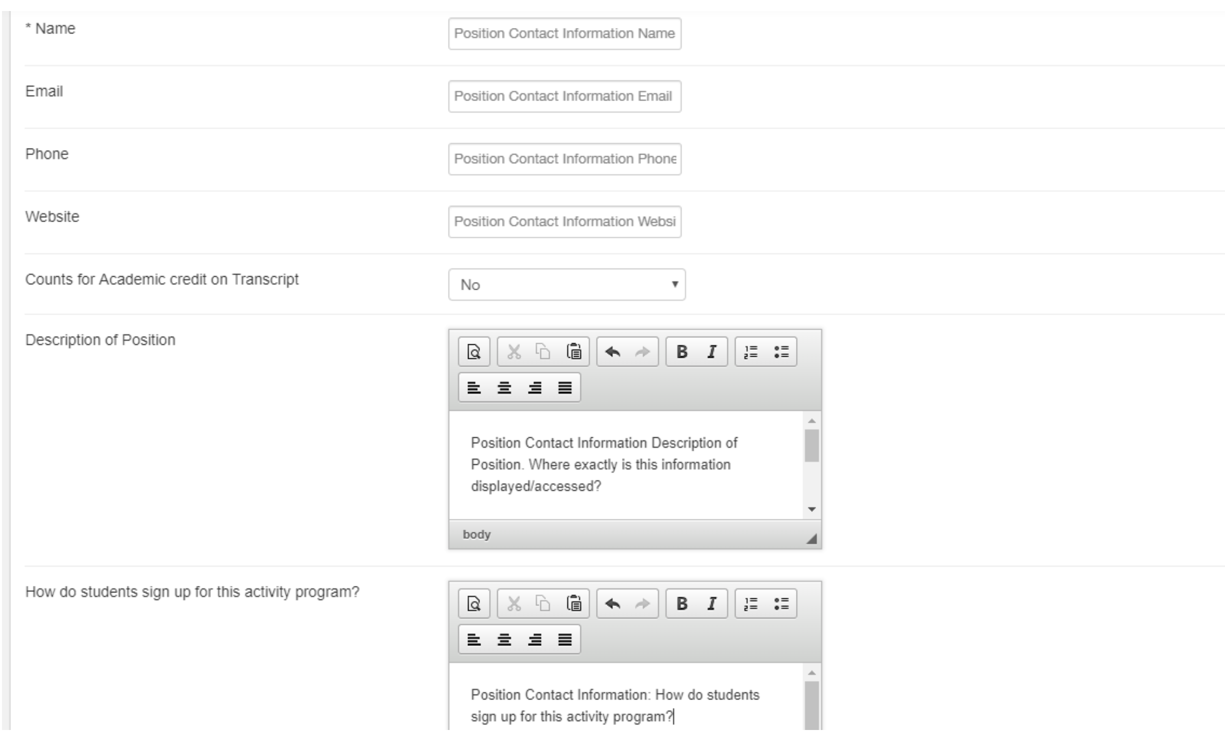
Description of Contact's Position: what do they do?

How do students sign up for this activity? (do they apply, are they voted in, contact the above, etc.)

Provides compensation: do you get paid?

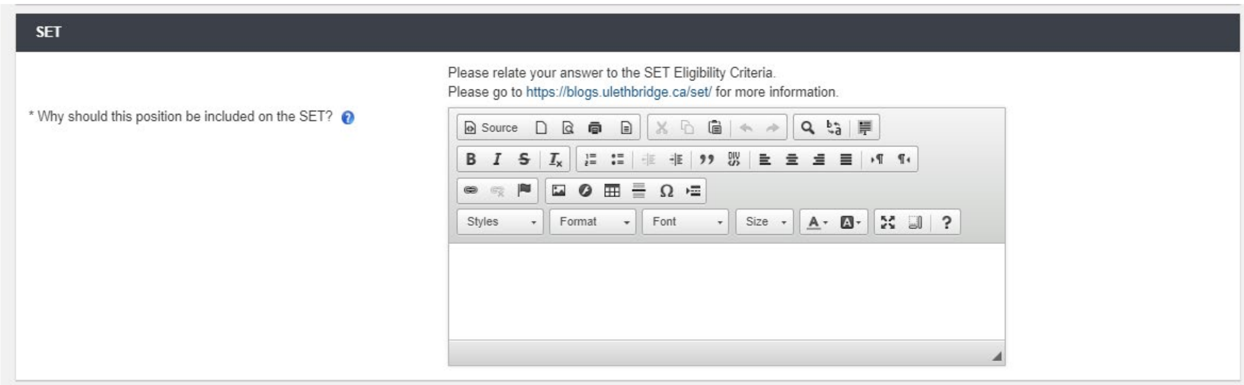
Facebook:

Twitter:



5. MET

This section asks requestors to justify the inclusion of their activity on the MET by relating it to the MET Eligibility Criteria. A link to various resources is provided. [See this document for more info]



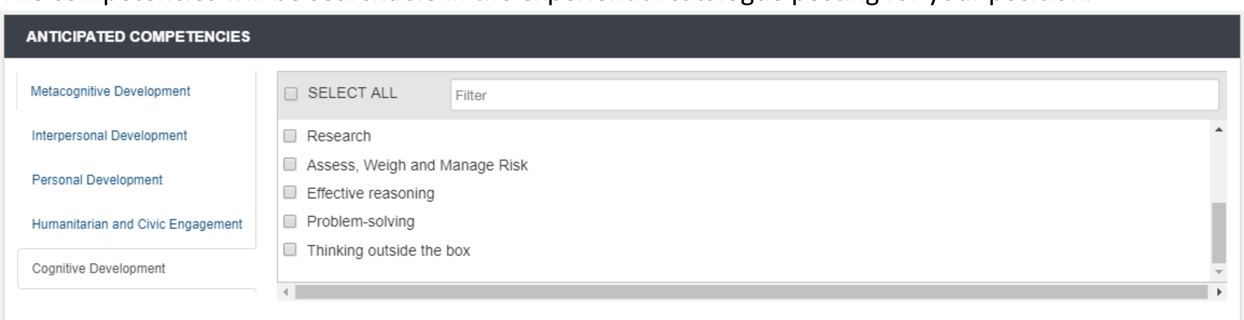
6. Enable Time Tracking

Check yes. This allows you to track your hours associated with the position. Hours will be added to your MET once validated.

7. Anticipated Competencies

Select a grouping of competencies which are related to your program. These are skills you think the person might gain from the position/experience.

The competencies will be searchable in the experiential catalogue posting for your position.



8. Validator Information

This section has no required fields. Validators must be assigned by the system administrator.

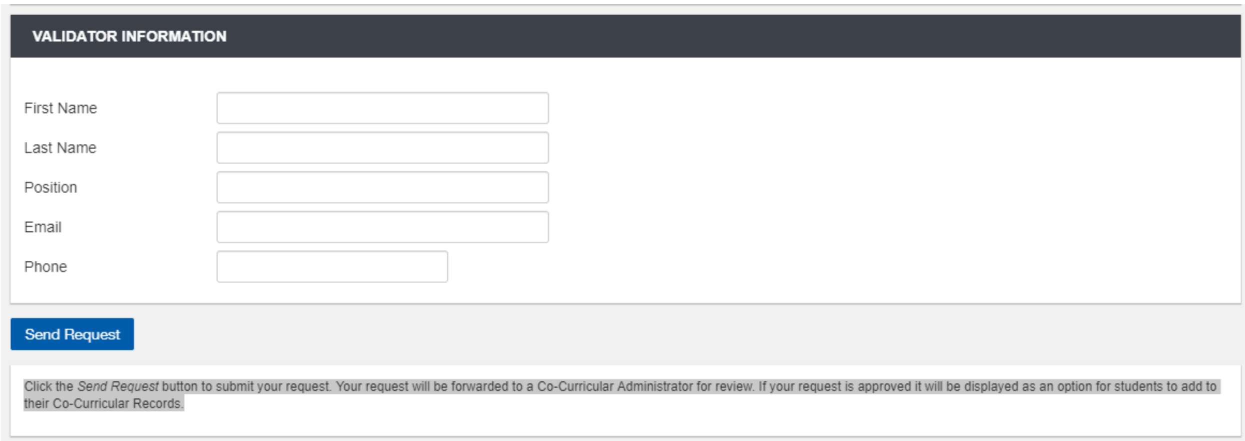
First Name

Last Name

Position

Email

Phone


VALIDATOR INFORMATION

First Name

Last Name

Position

Email

Phone

Send Request

Click the *Send Request* button to submit your request. Your request will be forwarded to a Co-Curricular Administrator for review. If your request is approved it will be displayed as an option for students to add to their Co-Curricular Records.

9. Requestor Information

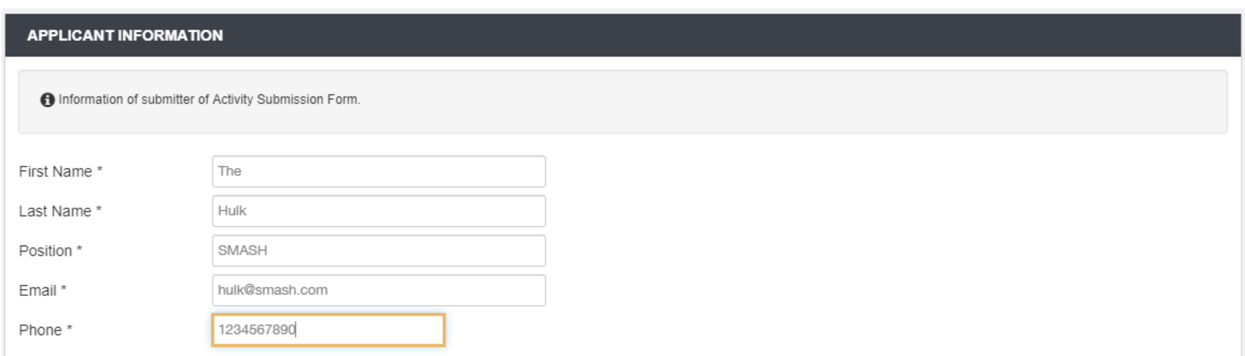
Enter *your* information. **This should autofill** based on your account information, but the position field will likely be empty.

First Name

Last Name

Position

Email


APPLICANT INFORMATION

Information of submitter of Activity Submission Form.

First Name * The

Last Name * Hulk

Position * SMASH

Email * hulk@smash.com

Phone * 1234567890

Adding a Position to My Record (Student)

This section outlines the process for requesting that a position be added to your record.

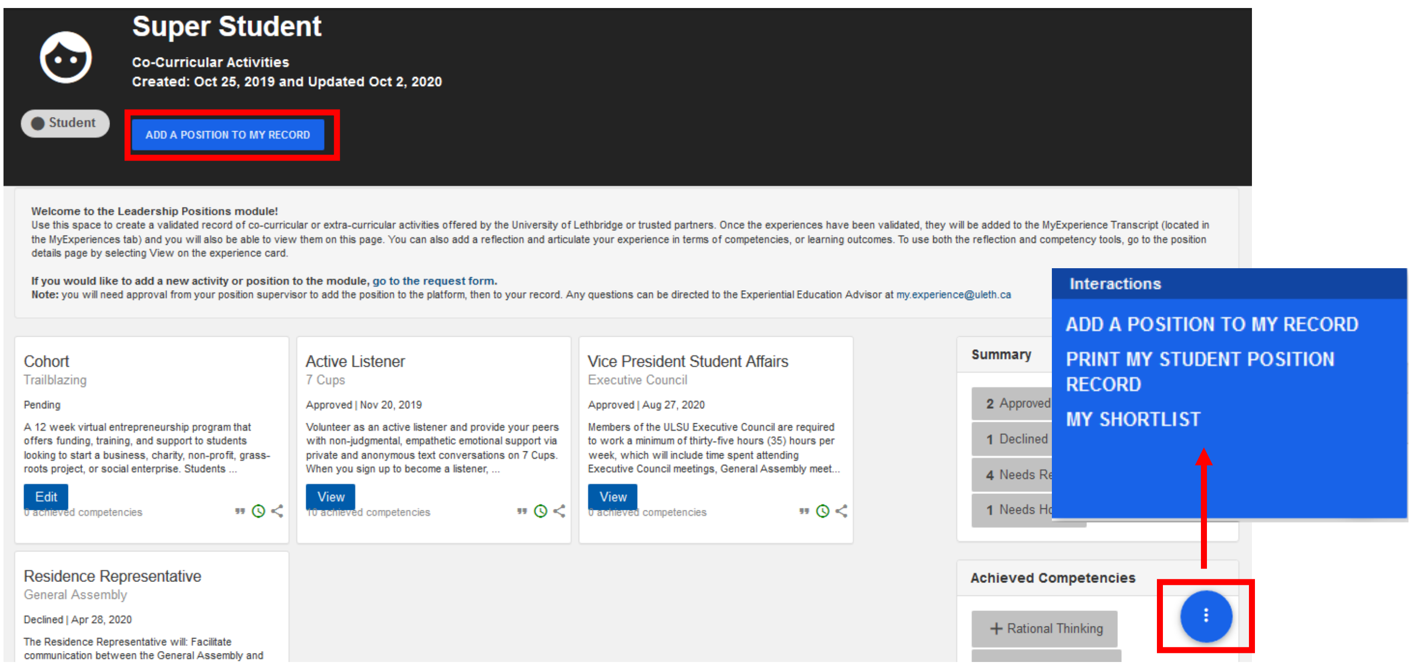
<u>Please note that all position requests are subject to validation/verification before they are reflected on a student's record.</u>

To search positions, navigate to the Leadership Positions module and click the blue "Add a Position to My Record" button.

OR

Select the round blue widget at the bottom right of the page, and choose an action from there:

- Add a position to my record: search positions, add positions to your record or shortlist (positions you wish to complete in the future)
- Print my student position record: allows you to download your record as a PDF
- My Shortlist: your shortlisted positions will be here



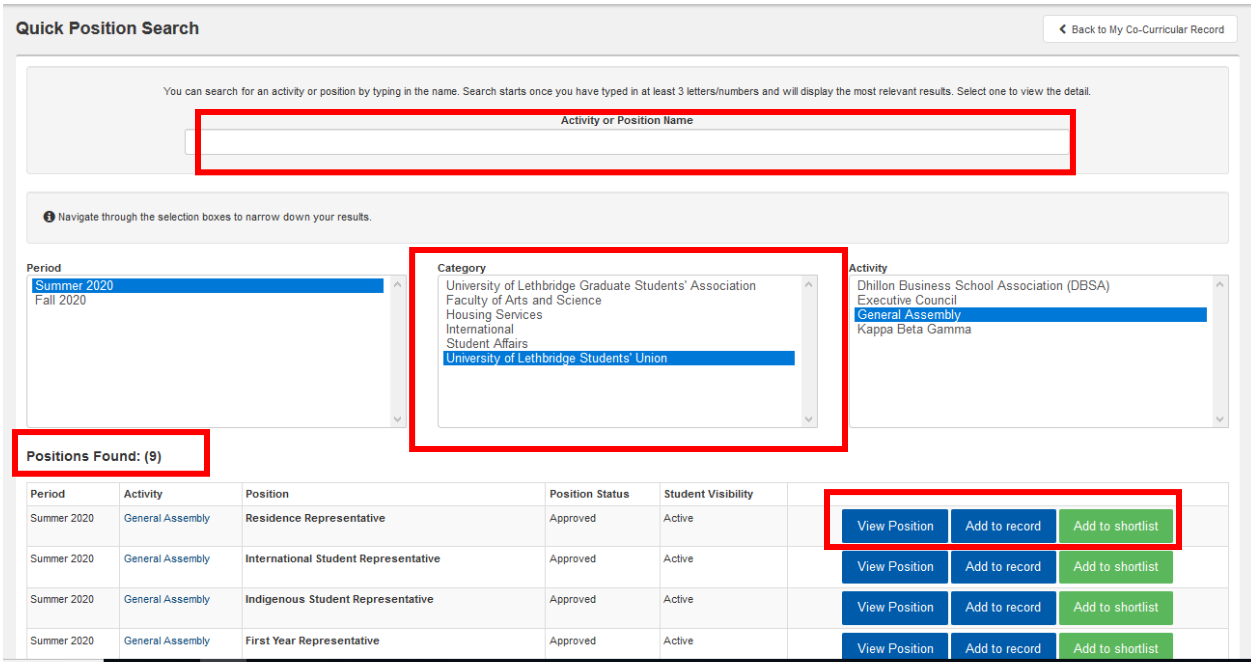
Quick Position Search page

Allows you to search current positions, add them to your record, or add them to your shortlist

From here, there are two ways to search for a position. You can either search by activity or position name or narrow your search to a particular time period, category, or activity.

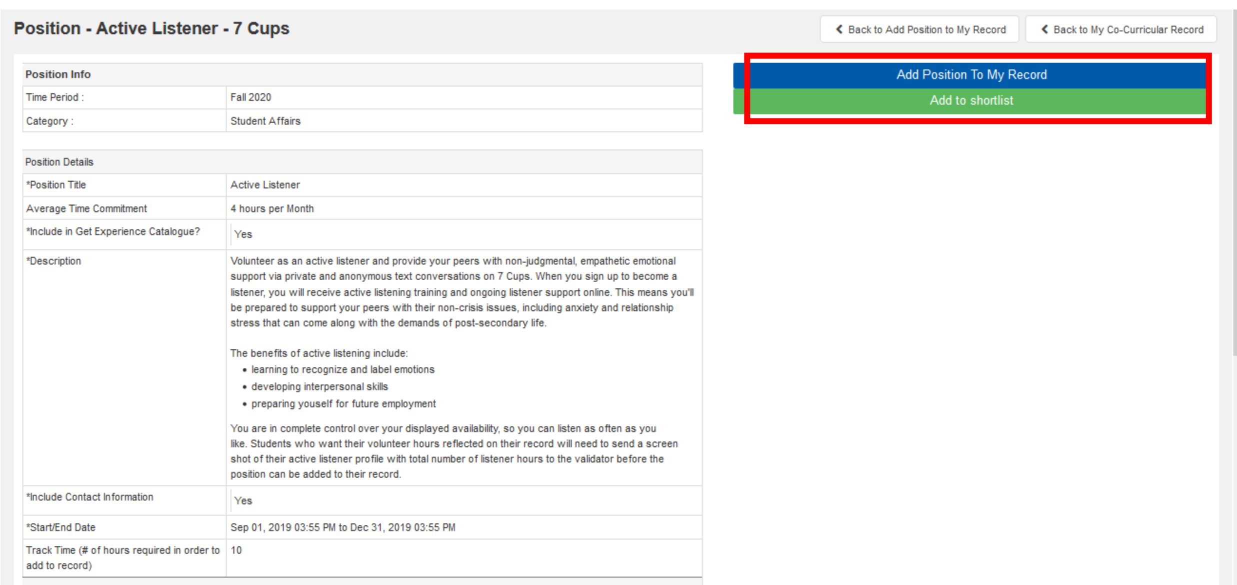
1) **Search by activity or position name**
   - Type the name of the position or activity into the text box.
   - When you see the name of the position you want added to your record, click it to be taken to the **Record Position Details** page (outlined below).
   - If your position does not appear in the search results, you may need to complete the Position Request form.

- If you find the position, you can view, add to record, or add to shortlist



2) Narrow your search to a particular activity

- Select the appropriate Time Period, Category and Activity
- All visible positions for the activity you have selected with be listed
- For each position listed, you can either view the position details, add the position to your record, or add it to your shortlist
    - If you choose to add the position to your record, you will be taken to the **Record Position Details** page (outlined below)
    - If you choose **to View the Position Details**, you will be taken to a detailed **Position Overview**:



- From here, you can click the blue “Add Position to My Record” button.
- After clicking the blue “Add Position to My Record” button, you will be taken to **the Record Position Details Page** (outlined below).

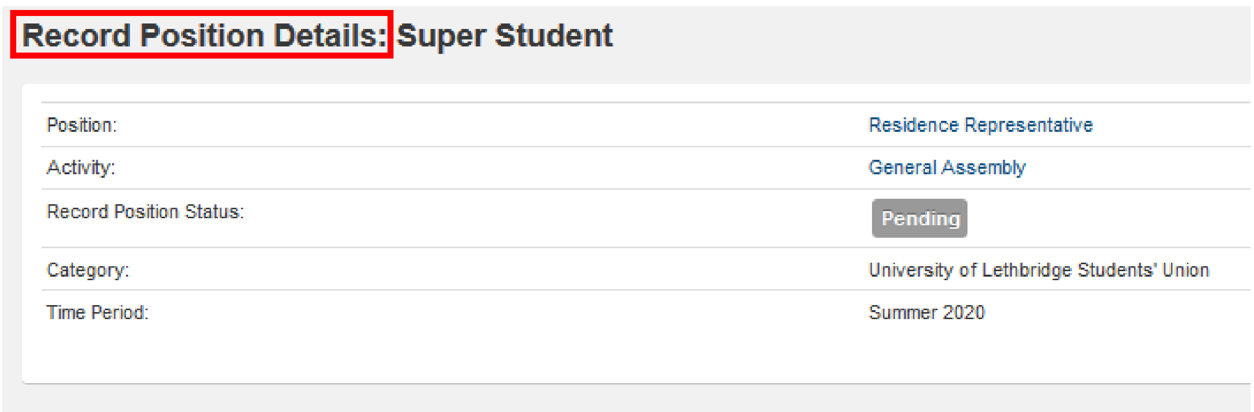
The Record Position Details Page

The Record Position Details page is split into two sections.

Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section can before moving to another section will result in lost work!

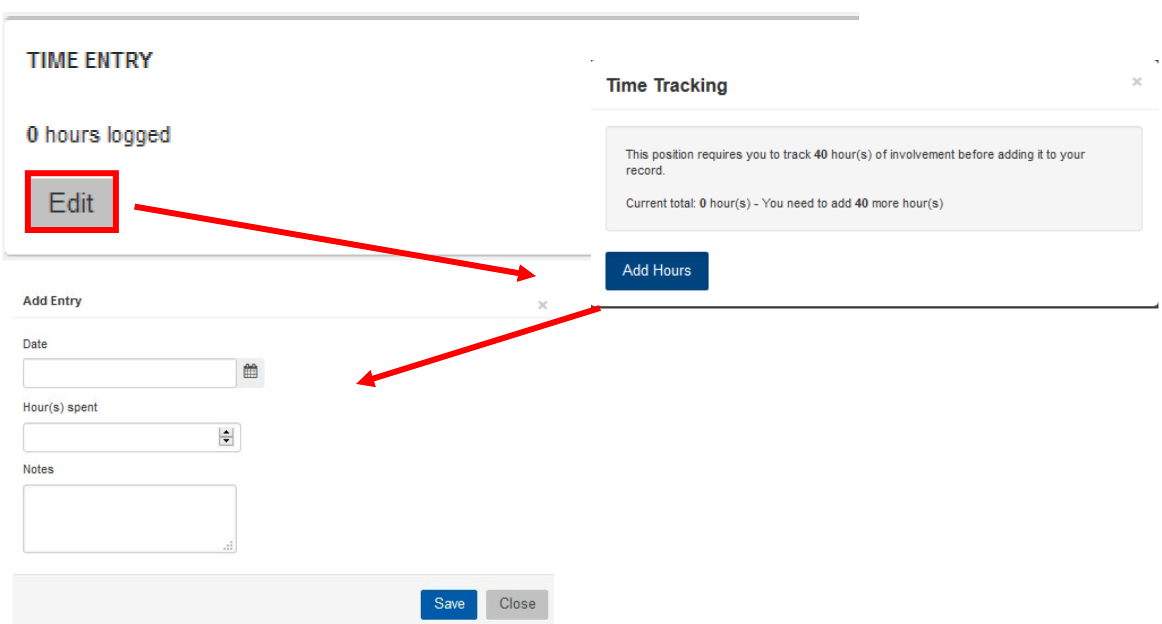
1) **Record Position Details:** This section includes a basic overview of the position details

Please note that personal reflection and competencies can be edited at any time



2) **Competencies:** You can self-select the competencies, or learning outcomes, that you feel you have gained from this position. Once the position has been validated, the competencies will be tied to the experience on your MET.
3) **Time Entry:** Hours can be associated with the position (and reflected on the MET) by clicking the blue “Add Hours” button.

- Enter the date, number of hours and a brief note regarding the time spent on the activity and click “Save.” In some cases, where a separate report of your hours is submitted to the position validator, you may simply need to add the total hours for the semester to the time entry. If you’re unsure about this, ask the person who validates the position.



Changes to either section must be saved prior to making changes to the other section. Failure to save changes from one section before moving to another section will result in lost work!

Once you have added your hours for the term, your request will be reviewed by a validator.

You cannot add hours after the position has been approved.

If the position is approved, it will appear on your MET.

Questions

If you have questions or concerns about the MET, please contact Kyra Gillert at k.gillert@uleth.ca