Graduation Medallions Information Session

FIU
Academic & Student Affairs
Center for Leadership and Service
AGENDA

- Learn more about CLS
- Excellence in Civic Engagement Medallion of Distinction
- Give Pulse
- Certified Student Leader
- PantherConnect Platform
- Questions
Graduation Medals

The Center for Leadership and Service offers graduation medals, or medallions, for recognition in both Leadership (Certified Student Leader program) and Service (Excellence in Civic Engagement Medallion of Distinction). Both medallions can be worn at commencement activities. Note: Once you earn either medallion, there will be a cost of $20.00 for each. We accept cash, check, or money order.

Info Sessions
- MMC - October 18 at 2 p.m. in GL 220
- BBC - October 18 at 5 p.m. in WUC 215

Deadlines
- Fall 2018 - November 15, 2018
- Spring 2019 - April 12, 2019
- Summer 2019 - July 12, 2019

Find more information at go.fiu.edu/clsgradmedals
Excellence in Civic Engagement
Medallion of Distinction
Civic Engagement Medallion Criteria

01 Undergraduate non-transfer degree-seeking
- 200 hours of community service and/or service-learning hours documented on Give Pulse, Org Sync screen shot, and/or through signed organization letter.

02 Undergraduate transfer and graduate students
- 100 hours of community service and/or service-learning hours documented on Give Pulse, OrgSync screen shot, or through signed organization letter.

*** Minimum 3.0 cumulative GPA for undergraduate students and 3.5 GPA for graduate students.***
Scenario 1:
Student: I gave food to the pantry for the organization I joined this fall. Does that count for the medallion?

Scenario 2:
Student: I went on a trip with aB and a mission trip. How do I document those service hours?

Scenario 3:
Student: I have been volunteering with Camillus House for two years every Friday, do I need to have an entry for each time I volunteered?

Scenario 4:
Student: I fundraised money while competing in Xi Ball for Autism Speaks and that took a lot of time. Can I log those hours?

Scenario 4:
Student: I volunteered for Move In Day with Housing on campus, and they said I would get hours for it. Can I log those hours?
What counts as service?

Qualifying: Direct, Indirect, Research, and Advocacy

Direct
• Direct service is working directly for or with people who benefit from your service.
• Examples: Serve food for the homeless. Tutor, mentor, or coach youth. Visit with the elderly.

Indirect
• Service without being directly involved with those being served or providing service that benefits the environment or the community.
• Examples: Create brochures, flyers, or reports for a nonprofit organization. Build low-income housing. Fundraise for a cause.

Research
• Gathering and presenting information on areas of need – research will directly benefit the community, not for the purpose of increasing one’s own knowledge.
• Examples: Work in a laboratory that tests water for environmental restoration efforts. Conduct an oral history project recording the stories of recent immigrants.

Advocacy
• Advocacy is attempting to cause political or social action by working to influence the government or community leaders.
• Examples: Conduct information campaigns. Lobby on behalf of a community issue. Organize a letter writing campaign to elected officials.

What Does Not Qualify as a Service?

• Donating: Donating (cash or in-kind) is not service (for example, donating 5 cans cannot equal 1 hour of service).

• Fundraising: For time spent on fundraising activities to count as service, all funds and in-kind donations must be donated to an identifiable community need which does not benefit one’s own organization or members. Fundraising MUST include educating and increasing awareness of the issue you are fundraising for (for example, raising money to buy T-shirts for a club is not service, but donating proceeds to the Environmental Defenders while distributing information on climate change and sustainability would be).

• Participation: Walking in a 5K or rally or attending meetings are not service activities. However, serving on the board of a nonprofit or organizing a 5K for charity would be service. Assisting in hosting events by passing out water bottles, helping with check-in, or ensuring crowd safety would also be service.

• Compensation Greater than Minimum Wage: Those completing service can receive a stipend, but compensation must be less than minimum wage (for example, working with AmeriCorps or City Year is service).

• Preparation/Planning/Orientation Hours: A high quality service project often requires orientation, planning and preparation. A reasonable number of hours of these types of activities can be counted as "service" but generally should not exceed the number of hours of actual service.
Applying for the Civic Engagement Medallion

- Combine all signed letters or proof of service documents into one PDF format.

- Upload them to the application.

- Fill out the Medallion Application during your final semester at FIU.

- Application can be found in the Center for Leadership & Service Branch on PantherConnect.

Note: Only hours attached with the application that have met all standards will be considered for this medallion.
Transferring Hours from OrgSync?

You may also include your OrgSync co-curricular transcript with previously approved service in the file attachment.

Only events with the hand emoji on the transcript will be eligible for the medallion.
Applying for the physical medallion during the semester you are graduating...
Log in with your FIU Credentials
Search for: “Center for Leadership & Service”

Then Click “Join”
Applying for the medallion(s) during the semester you are graduation...

If you do not see the application listed like they are here on the CLS page in PantherConnect, click on “view all forms: to find it.
Civic Engagement Medallion of Distinction

Service Medallion Application

The application will require:

- Panther ID
- Classification
- Major
- Expected Graduation (i.e. Fall 2019)
- Cumulative GPA
- Transfer Student (Yes/No)
- How did you hear about the program?
Civic Engagement Medallion of Distinction

Service Medallion Application

* Combine all the signed letters or proof of service documentation (must be .pdf files) into one .pdf file and upload them to this application.

- Letters or proof of service must include your name, the number of hours completed, the agency/organization, and have a signature of the service provider. A screenshot of Org$ync transcript may be attached however, only events that are designated specifically as community service (hand emoji), have approved status, and the number of hours will be considered.

- Pictures at events are not proof of the hours you have done.

- An online PDF combiner will assist you in making sure all the documentation is on one file.

- NOTE: Only hours attached within the application and have met all the standards will be considered for validation towards this medallion.

You will not be able to submit an application without uploading a PDF file.
Civic Engagement Medallion of Distinction
Service Medallion Application

After clicking next, you will be asked to "submit for approval" or "delete your submission".
The green bar will appear and means it has been submitted. Approval of the submission will be completed after the deadline.

You will also see the submission here if you are questioning whether it went through.

After you "submit for approval", you will be taken to this screen.
How to add service hours on GivePulse?

www.givepulse.com

Go to your web browser and type in: www.givepulse.com. If you haven't created a profile, go to sign up. If you have, go to Log in.
Make sure to click the “Single Sign On Option”

Type in “Florida International University”
Click Log In/Sign UP
HOW TO ADD SERVICE HOURSE ON GIVEPULSE

Log in/Sign Up with your FIU Credentials.
How to add service hours on GivePulse

Click here to start the process on adding your “impacts”, which are your service hours.
Add Impact
Track your community engagement

Florida International University

Date
Start Date: 10/14/2019
End Date: 10/14/2019

Impact Type & Measurement

About Your Experience
Rate your experience

About Florida International University

FIU is a vibrant, student-centered public research university in Miami, that is worlds ahead in its commitment to learning, research, entrepreneurship, innovation, and creativity so that our graduates are prepared to succeed in a global market.
Certified Student Leader Graduation Medallion
Communication
- Understands how to negotiate conflict effectively.
- Ability to facilitate effectively.
- Engages in active listening, non-verbal communication, and verbal communication effectively.

Civic Responsibility
- Motivated to act in a socially just manner.
- Promotes diversity and understanding of others’ circumstances.
- Engages in inclusive behavior.
- Understands the value of serving the community and being socially responsible.

Group Dynamics
- Values creating change effectively.
- Understands the process of group development.
- Awareness of organizational behavior.
- Ability to respond to power dynamics effectively.

Interpersonal Interaction
- Understands how to collaborate effectively.
- Ability to motivate and empower others.
- Utilizes others’ contributions effectively.
- Develops productive relationships with others through mentorship and/or interacting with others appropriately.

Learning and Reasoning
- Ability to understand the value of making decisions appropriate to each situation.
- Understands how to solve problems effectively.
- Articulates the value of reflecting on experiences to apply learning in the future.

Personal Behavior
- Places a value on taking initiative.
- Motivated to follow-through on responsibilities.
- Takes responsibility for personal behavior and acts in an ethical manner.
- Demonstrates resiliency and the ability to respond to ambiguity and change.
- Establishes healthy behaviors and satisfying lifestyle habits.

Self-Awareness and Development
- Understands the value in acting in alignment with my values.
- Motivated to engage in self-development.
- Willingness to enhance understanding of self.

Strategic Planning
- Ability to articulate goals effectively.
- Understands how to develop a mission and vision effectively.
- Identifies importance of professional development.
Undergraduate and Graduate tracks available... some majors have specialized logs as well.

Available on leadserv.fiu.edu.

Used to keep you organized, but official application is on PantherConnect and the record is on Portfolium.
What counts the Leadership Medallion?

Scenario 1:

**Student:** As you can see on my resume, I was an aB Site Leader, which helped me gain many leadership skills.

**Employer:** I have no idea what aB is...

Scenario 2:

**Student:** As an aB Site Leader, I learned to have the ability to understand the value of making decisions appropriate to each situation because during our trip...

**Employer:** Very impressive.
Employer: Why would you excel at this job?

Scenario 1:
Student: I’ve not only excelled academically, but also stayed involved in other activities.

Scenario 2:
Student: I have the knowledge necessary for the job and in addition I place a value on taking initiative, so I became involved in a variety of organizations that have allowed me to engage in self-development. Through those experiences I learned.... which directly relate....
Certified Student Leader Program Requirements

- Get involved! Remember guides list different opportunities.

- Enroll and log in your involvements on Portfolium.
  - Certified Student Leader Program pathway on Portfolium and earn the badge: This requires you to provide proof that you have participated in approximately/minimally 8 different co-curricular involvements (screenshots of PantherConnect are acceptable).
  - A 200+ word reflection for each of the 8 FIU Student Leadership Competencies related to those involvements is also required (note: a different involvement must be used for each competency reflection unless otherwise stated).

- Apply for leadership medallion in PantherConnect your semester of graduation.

Note: Only hours attached with the application that have met all standards will be considered towards eligibility.
Enroll in the Certified Student Leader Program Pathway:

- [https://portfolium.com/pathway/enroll/43/CFD9A242-08B5-94EE-11B4-E077F87970D1](https://portfolium.com/pathway/enroll/43/CFD9A242-08B5-94EE-11B4-E077F87970D1)

- Or click the link in the instructions on go.fiu.edu/clsgradmedals
Use your FIU Email and Password

Click to get next box
Certified Student Leader

About the pathway

The Certified Student Leader Program is a collaboration within the Division of Student Affairs to provide an opportunity for students to articulate how the involvements they are doing outside of the classroom help better prepare them for the workforce. Students who successfully complete the program requirements can apply for the Leadership Medallion.

For more information on the Certified Student Leader program, please visit go.fiu.edu/cslgradmedals. We encourage you to attend an information session (dates on website) to fully understand all program requirements.
MILESTONE 6 OF 8

Personal Behavior
Complete 2 requirements

Student leaders must role model social responsibility at all times but especially when representing the college/university. On and off campus behaviors should match the values of the organization. Read More

Skills
- Behavior Management
- Initiative
- Follow Through
- Ethical Awareness
- Resilience
- Healthy Lifestyles

Personal Behavior Involvement
Experience requirement
Get Started

Personal Behavior Reflection
Experience requirement
Get Started

MILESTONE 5 OF 8

Learning and Reasoning
Complete 2 requirements

Many of the issues that arise when leading a group involve a different level of cognitive thinking, which has student leaders making decisions, resolving conflicts, and reflecting. Students develop...Read More

Skills
- Problem Solving
- Reasoning Skills
- Reflection
- Decision Making

Learning and Reasoning Involvement
Experience requirement
Get Started

Learning and Reasoning Reflection
Experience requirement
Get Started
MILESTONE 8 OF 8

Strategic Planning

Complete 2 requirements

Student leadership can play a significant role toward enhancing opportunities following the undergraduate experience. Student leaders have a unique opportunity to learn and practice effectively.

Read More

Skills
- Strategic Planning
- Goal Setting
- Visioning
- Professional Development

Strategic Planning Involvement
Experience requirement

Get Started

Strategic Planning Reflection
Project requirement

Get Started

Self-Awareness and Development

Complete 2 requirements

Self-Awareness and Development offer leaders the opportunity to complete through a variety of leadership skills that are essential for effective and engaging in the presence of.

Get Started

Earn the Certified Student Leader badge
Uploading Proof of Involvement

Acceptable Proof:
• Screenshot from PantherConnect*
  • The event details with your picture in the corner
• And My Event History
• Letter of Participation from an Administrator
Communication Involvement

Certified Student Leader - View instructions

Attachments

Leadership Summit 2019 - Communication Proof.pdf

Upload files
.pdf, .doc, .xls, .ppt, .mp3, .psd, etc.

Paste a link
YouTube, Prezi, or any website

More options
Google Drive, Dropbox, etc.

Project Strength

Attachments
Showcase artifacts and work samples from your project. Upload files, import them from services like Google Drive, or add a link to any website.

Link examples:
- youtube.com/watch?v=id
- github.com/myrepo
- sketchfab.com/models/id
- medium.com/article

Learn more about attachments
Communication Involvement

Instructions

Please upload proof for the co-curricular involvement that you intend to write your Communication reflection. This could be a screenshot from PantherConnect, letter from an advisor, etc. Remember, the involvement must be one listed on a Certified Student Leader Program Guide or approved by the appropriate CLS administrator. Visit go.fiu.edu/clsgradmedals to access the Guides.

Skills

Communication

Submission

Communication Involvement
1 Attachment • Last modified 2/5/19
MILESTONE 1 OF 8

Communication

Complete 2 requirements

Effective communication helps ensure achievement of goals. Student leaders have vast opportunities with varying constituencies to practice communication and learn effective communication.

Skills
- Communication
- Conflict Management
- Verbal Communication
- Non-verbal Communication
- Reflection

Communication Involvement
Experience requirement - In progress

Communication Reflection
Project requirement

Get Started
PantherConnect
Screenshot Instructions

Save into a PDF to upload
If you scanned into an event, you will see it under event history. Your leadership positions should be listed under Memberships. *Note: service hours is not currently used*
Example of PantherConnect Screenshots to be included in 1 PDF for Proof of Involvement

You need to demonstrate that it is your account (your picture) and the event you are using (event history or membership)
Write your reflection in a word document then convert it to a PDF and upload it.
Communication Reflection

Instructions
Give a specific example of how this involvement used/demonstrated the Communication Competency (200 word minimum). Please include an example or mention how the example demonstrates each of the following:
- Ability to facilitate effectively
- Engages in active listening, non-verbal communication, and verbal communication effectively

Skills
- Communication
- Conflict Management
- Verbal Communication
- Non-verbal Communication

Submission
Communication Reflection
1 Attachment - Last modified 2/6/19

MILESTONE 1 OF 5
Communication
Complete 2 requirements
Effective communication helps ensure achievement of goals. Student leaders have vast opportunities with varying constituencies to practice communication and learn effective communication. Read More

Skills
- Communication
- Conflict Management
- Verbal Communication
- Non-verbal Communication

Communication Involvement
Experience requirement - In progress
Communication Reflection
Project requirement - In progress
You will receive a notification in the system when your submissions have been reviewed by an administrator.

Note: this could take up to 2 weeks
If everything was done correctly, you will see that the status changes to “scored” with a green checkmark and the score is “pass”.

If something needs edited, the status may say “scored” with a red X and the score is “fail” – don’t worry you can make changes! You will receive a notification explaining what needs edited and then can resubmit.

Do not wait until the last minute in case this happens!!
If revisions need made, you will receive an email like below and a notification in the system. The status will change to “Revisions Requested” with instructions on how to resubmit.

The email and the requirement will both have a note to tell you what needs revised. In this example it is “Please give a more detailed example.”
If you “Passed” then you will see it changed to “Completed” in the pathway.
When all 8 Milestones (16 Requirements) have been completed, you will automatically receive the badge!
It appears as a certified badge on your profile. This is your internal view. You can see all the evidence you uploaded.
This is a public view of the badge on the profile, which does not show the proof. You can change the settings on the proof from private to public if you wish to show your work.
Applying for the physical medallion during the semester you are graduating...
Log in with your FIU Credentials
Explore Florida International University

Welcome to Panther Connect!
Welcome to your new community Panthers! This platform is a space for you to explore involvement opportunities, engage in career readiness, and connect with fellow Panthers just like yourself.

Engage Help Desk
You'll be learning all about Engage through our trainings, but here's a link to the Engage Help Desk in case you want to start studying up early!

My Memberships

JOIN
CONTACT
Applying for the medallion(s) during the semester you are graduating...

If you do not see the application listed like they are here on the CLS page in PantherConnect, click on "view all forms" to find it.
Certified Student Leader - Leadership Medallion Application

Formerly known as the FIU Advanced Leadership Challenge (ALC), the Certified Student Leader Program is a collaboration within the Division of Student Affairs to provide students with an integrated opportunity to learn, practice, and document their knowledge and ability of the 8 Student Leadership Competencies, which serve as a foundation for effective performance in campus, community, and career roles.

To qualify for the Leadership Medallion, you must already earned the Certified Student Leader badge on Portfolio. Visit go.fiu.edu/ctg?id=medals for more information.

* First and Last Name

* Panther ID

* Primary Email Address

* Phone Number:

* Semester and Year of Graduation

* Upload Resume

* Upload screenshot of the Certified Student Leader badge on your profile.

After the application deadline, you will receive an email with instructions on how to pick up your Leadership Medallion if you have earned it. There is a $25 fee.
This green bar will appear and means it has been submitted. Approval of the submission will be decided after the deadline.

You will receive this email and also be able to see the submission here if you are questioning whether it went through.

This message confirms receipt of your submission for the form Certified Student Leader - Leadership Medallion Application.

Your submission will be reviewed and you will receive a message once it has been processed.
After the deadline, your submission will be reviewed. If you have earned the medallion, you will receive this automatic email and your submission’s status will change to “Approved.” An email with instructions on how to pick up the medallion will follow.

Your submission for the form Certified Student Leader - Leadership Medallion Application has been approved.

To find your “My Submissions”, click on “Forms” then “View Submissions”
Final Thoughts

As we evolve in our use of PantherConnect, we will update the process for both medallions:

- Become a member of our CLS PantherConnect page to get messages when changes happen
- go.fiu.edu/clsgradmedals

Remember, even if you complete the either medallion before your semester of graduation, you CANNOT apply for the physical medallion until your semester of graduation 😊!