

Leadership and Communication Portfolio of Learning

Purpose

- ✚ To highlight important aspect of leadership as it is reflected in your learning and your development within the certificate, and how it builds on your specific program
- ✚ To create a foundation for future leadership and communication development through science
- ✚ To synthesize your learning around science leadership and communication in a concise package

While putting together your portfolio keep the following questions in mind

- ✚ What have I learned in relation to leadership and/or communication?
- ✚ Why does this matter? Here is where you unpack the question above.
- ✚ What's next in my development as a leader and communicator in science and why?

What to include

✚ **Section 1:** Course-specific content

- Summary and reflection on each course of the Certificate: how each course affected your current understanding and pursuit of leadership and communication in science. Each summary should be able to stand alone therefore, you must explain the course and your learning to someone who has not taken it (1-2 pages per course). **The summary and reflection should be completed immediately following each course to capture each stage in your development.**
- Course content synthesis and reflection: 3-5 pages, reflecting your growth and development as a leader and communicator of science integrating aspects of each of the certificate courses. **This should be written after completing all course components and refer back to the individual course reflections using examples to support your evolving understanding.**
- Employment cover letter (500 words): This letter should highlight how each component of the certificate has impacted your science leadership and communication development by including a synthesis of your skill development and conceptual understanding using examples.
- Reflection on the two mentoring components: (i) summarize each and what you learned from each; and (ii) reflection linking the two different mentoring experiences in terms of differences and similarities. Both the summary and reflection should focus on leadership and communication in science and not exceed 3 pages.
- Two to three pieces of work relating to leadership and 2-3 relating to communication that specifically addresses the best practices of each component, as learned in the Leadership and Communication classes and practica. These pieces of work can be from any course taken within the Certificate, and should have an accompanying summary paragraph of how they are reflective of your learning in these areas.
- Looking forward: Write a reflective piece (2-3 pages) highlighting what you have learned, what might you consider approaching differently, what areas would you like to build on and how do you envision doing this? From what you have learned, what leadership and communication attributes do you consider particularly important? How do you plan to incorporate these into your science leadership (and communication) practice as you move forward?


✚ **Section 2:** Attend at least two guest lectures in science and produce a reflective piece on the importance of staying current. This should include a summary of each lecture as well as their significance in terms of adding to your understanding of your specific or broader field of study (1-2 pages for each of 2 lectures).

✚ **Section 3 (optional, not subject to evaluation):** Any additional leadership and/or communication outside of the certificate course work: include a short reflective summary as to how this relates to leadership and/or communication.

How it will be assessed

- ✚ The portfolio is pass / fail: there will be the opportunity to revise components based on feedback prior to final approval if submitted no later than one week before final due date.

Final due date

 April 10th of the year of intended graduation.

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