Sheridan’s Co-Curricular Record

2015 - 2016

GET INVOLVED!
What is the Co-Curricular Record? (CCR)

A Co-Curricular Record (CCR) is a document that formally recognizes student participation in out-of-classroom activities that enhance student learning and personal growth.

Activities listed in the CCR Directory include student life programs, student leadership development programs, community engagement activities and athletics.

Academic credit is not provided for participating in these activities.

An Example of Sheridan's Co-Curricular Record
Navigating the Co-Curricular Record (CCR) website

There are two views of Sheridan’s Co-Curricular Record (CCR) website:

- student view
- public view

Both the student view and the public view contain the same content. However, the student view has the [My Record] tab which allows students to create a CCR record.

To access the student view of the CCR:

- Login to Access Sheridan (note: use your student login)
- Select the link: MySheridanCo-Curricular
- you will be directed to the student view of the site
- Notes: only students can access this view of the CCR website; students cannot access the public view of the CCR website through Access Sheridan.

Students can access the public view of Sheridan’s CCR website by visiting the homepage of the Sheridan website and:

- From the Sheridan homepage, using the search feature type: co-curricular record; select the first option in the list presented
The student view of the CCR website:

Box / Tab: [About the Program / About the CCR]

Under this tab you will find the following information:

About the Program

- Co-Curricular Record – a definition of the CCR
- Directory of Activities – an outline of the information contained within each activity’s description and how to use the two most popular search features
- Make a Request - how to make a request to add an activity to your CCR record and how to request to add a new activity to the CCR’s Directory
- CCR Deadline Dates - a listing of the 2014-2015 CCR deadline dates
- Print a Record – the steps you need to take to print your CCR record
- PDF of the Student CCR Guide
Box / Tab: [My Record / My CCR Record / Co-Curricular]

Under this tab you will find the following information:

- request to add a new activity to your CCR record
- print your CCR record
- view your pending requests, accepted requests and declined request
- de-select accepted activities that you do not want to have showing on your printed CCR record
Box / Tab: [Opportunities Directory]

Under this tab you will be able to:

- search for a CCR activity to participate in; there are four search features to choose from
Tab: [Event Calendar]

Under this tab you will find:

- an event calendar containing upcoming Sheridan events and events associated with activities listed in the CCR Directory

Tab: [Resources]

Under this tab you will find:

- Competencies – a definition for each of the 17 competencies
- Self-Reflection Activity – a self-reflection activity is provided to support students as they develop of their targeted competencies
- Career Centre Services – Sheridan’s Career Centre services can teach you how to incorporate your CCR record in your job search efforts
- F.A.Q.’s – answers to the most frequently asked questions about the CCR
- Volunteering at Sheridan – not all volunteer activities found on campus meet the CCR’s criteria for inclusion into the CCR’s Directory. Sheridan’s Student Leadership and Engagement department and Sheridan’s Student Union Inc. can connect you to other volunteer activities taking place on campus
- Contact Us – provides the names of the CCR Site Administrators and how to contact them
Account Information

- you can review/change your account information

Tab: [Logout]

Under this tab you will be able to:

- logout of the CCR website

The public view of the CCR website:

Tabs found on the public view of the CCR website

The public view of the website contains three tabs not found on the student view of the CCR website:

Tab [Student Login]
- this links students back to Access Sheridan’s login page

Tab [Staff / Validators]
- CCR validators login here to access their Validator profile on the CCR website

Tab [Verify a Record]
- Employers are directed here to verify that a student’s CCR record is authentic
Participating in a Co-Curricular Record Activity

When selecting a co-curricular activity to participate in, we recommend you following these steps:

**Step#1: Go to the [Directory] tab and Search for an activity**

By searching the Directory you will be able to find:

- What activities are currently available to participate in
- On which campus the activity takes place
- The duration of the activity
- The responsibilities involved in being a participant (note: this description also appears on the CCR record)
- The average weekly time commitment
- The minimum number of participation hours that must be completed before you can request to add the activity to their CCR record
- The name of the Sheridan faculty or staff member you should contact to learn more about becoming a participant
- The competencies associated with this activity

You will be presented with four search functions, the two most popular are Category Search and Competency (Learning Outcome) Search. The other two are Search by Keyword/Time Commitment and Search by Activity.

**Category Search**

- A CCR activity will appear under one category title only.
- Activities listed under a Faculty category may only be available to students in a specific program, please contact the activity leader for more information.

**Competency (Learning Outcome) Search**

- Sheridan’s CCR activities provide students with the opportunity to achieve targeted competencies as a result of their participation in the activity.
- The competencies associated with each activity can be found in the activity description.
- Note: Sheridan’s CCR has identified 17 potential areas for development (competencies). A list of these competencies, which includes definitions and descriptions for each, can be found under the [Resource] tab.
**Step#2: Contact the Activity Leader**

Contact information for the activity’s leader is included in the activity’s description. Once you have identified an activity you are interested in, email or phone the activity leader to learn:

- If the opportunity to participate in the activity is currently available
- What is expected from the participant
- When so they need a commitment from you in regards to your participation

**Step#3: Participate in the Activity**

- Prior to starting your participation choose which competencies associated with the activity you want to develop (depending on the duration of the activity, we recommend you choose one or two)
- We recommend you discuss with the activity leader which competencies you have chosen to develop and discuss with them how you can develop those competencies during your participation in their activity
- Make sure your participation hours are being tracked; we recommend you track your own hours to ensure you are completing the minimum number of participation hours

**We strongly encourage students to engage in self-reflection exercises to support the development of their targeted competencies.**

Self-reflection is an important component of your personal and professional growth.

It provides the opportunity to:

- Reinforce our learning of new skills, knowledge and/or professional values
- Raise the level of awareness of your strengths and areas for personal and professional growth
- Helps you define how your experiences have led to your growth and development
- Transforms your experiences into further action when you reflect upon current goals and set future goals

Completing our suggested self-reflection exercise below will help you capture your thoughts so that you may reference them at a later date when preparing for job interviews.

You may want to include your reflection within an e-portfolio to highlight your professional growth and development.

**We strongly encourage you to briefly capture your thoughts to the following questions:**

**Sheridan’s Co-Curricular Record**

Login to Access Sheridan, click on the link [MySheridanCo-Curricular]

Got questions? Get answers! email: mysheridanccr@sheridancollege.ca
What personal and professional growth have you experienced as a result of participation in a co-curricular activity?
(You may want to refer to the competency(s) identified in your Co-Curricular Record)

Briefly describe how one significant/influential experience you had during the co-curricular activity supported your efforts to meet your competencies.

Describe your next steps for further developing the competency(s) you have targeted.

**Step #4: Meet with the activity leader when your participation in the CCR activity has concluded to discuss if you have successfully achieved your goals**

Your activity leader can assist you with identifying if you have developed your targeted learning goals.

Your activity leader may also help you recognize competencies you have developed that you did not target at the beginning of your participation.

**Step #5: Request to add an activity to your CCR record through the CCR website.**

It is your responsibility to request to add the CCR activity you participated in to your CCR record.

Ensure you submit your request within the established deadlines.

Note: the CCR is not retroactive; if you do not request to add an activity to your CCR within the academic year you participated in the activity you cannot request to add the activity retroactively.

**Sheridan’s Co-Curricular Record**

Login to Access Sheridan, click on the link [MySheridanCo-Curricular]

Got questions? Get answers! email: mysheridanccr@sheridancollege.ca
Step #6: Wait for the activity’s validator to review your request and make a decision.

Once the activity’s validator accepts, or declines, your request you will receive an email.

A validator will either accept or decline a student’s request to add an activity to their CCR record based on whether they have completed the minimum number of participation hours associated with the activity; the minimum number of participation hours is listed in the activity’s description.

If your request is declined and you would like more information on the decision, please email the CCR Site Administrators at mysheridanccr@sheridancollege.ca

What are Competencies?

Students participating in co-curricular activities have the opportunity to further develop their skills, abilities, knowledge and experiences.

Students can identify which areas of development to target by referring to the list of potential competencies for each co-curricular activity. This list can be found within the Co-Curricular Record’s activity descriptions.

<table>
<thead>
<tr>
<th>Civic Engagement</th>
<th>Enhanced Self-Awareness</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarified Personal Values</td>
<td>Facilitated Learning</td>
<td>Professionalism Social Responsibility</td>
</tr>
<tr>
<td>Collaboration</td>
<td>Global Awareness</td>
<td>Spiritual Awareness</td>
</tr>
<tr>
<td>Creativity</td>
<td>Healthy Behaviour</td>
<td></td>
</tr>
<tr>
<td>Cultural Competency</td>
<td>Intellectual Growth</td>
<td>Technical Competency</td>
</tr>
<tr>
<td>Effective Communication</td>
<td>Interpersonal Skills</td>
<td></td>
</tr>
</tbody>
</table>

Under the [Resource] tab you will find a downloadable PDF for each competency.

Each document contains a description of the competency and a list achievement statements for that competency.
Students are encouraged to:

1. Identify one or two competencies to develop through your participation in a CCR activity
2. Inform your activity leader which competencies you have chosen to develop and discuss with the activity leader how you can develop those competencies
3. Engage in self-reflection activities throughout your participation in the CCR activity as a means to supporting your development of the competencies
4. Meet with your activity leader when your participation in the CCR activity has concluded in order to discuss if you successfully achieved your goals

When you submit a request to have an activity included on your CCR record, the CCR website will ask you to identify the competencies you achieved as a result of your participation in the CCR activity.

The competencies chosen will appear on your CCR record (note: a maximum of five competencies will appear on the CCR record).

Requesting to add an activity to your Co-Curricular Record (CCR)

After participating in a CCR activity and completing the minimum number of participation hours, you must return to the CCR website:

1. Login to Access Sheridan and select the link [MySheridanCo-Curricular]
2. You will be re-directed to the CCR website, select the box / tab: [My CCR Record]
3. Once you have landed on the [My CCR Record] page:
   - select the button: “Add a Position to My Record” and input the name of the CCR activity
   - then select the button to the right of the page entitled: “Add Position to My CCR Record”
4. Now you must select the competencies you achieved during your participation in the CCR activity (a maximum of five competencies will appear on your CCR record)
   - then click the button at the bottom of the screen [Update Record Position]
   - a pop-up will appear saying “Success! Record Position Saved”
5. To return to the [My Record] page click the button at the top right entitled [Return to Overview]

The CCR activity leader/validator will review the your request and will either accept or decline the request based on whether you completed the minimum number of participation hours

Sheridan’s Co-Curricular Record
Login to Access Sheridan, click on the link [MySheridanCo-Curricular]
Got questions? Get answers! email: mysheridanccr@sheridancollege.ca
If your request to add an activity is declined:

Students may request more information on a declined decision by contacting Sheridan’s Co-Curricular Record Site Administrators at MySheridanCCR@sheridancollege.ca

Note: declined requests will not appear on the student’s CCR record

**CCR Deadline Dates for 2015/2016**

CCR activities ending in the fall semester (Sept to Dec/2015)
- Students are to submit their request to add the activity to their CCR record by **Thurs, Nov 26/2015 @ 4:00 pm**

CCR activities ending in the winter semester (Jan to Apr/2016)
- Students are to submit their request to add the activity to their CCR record by **Thurs, March 31/2016 @ 4:00 pm**

CCR activities ending in the spring semester (May to Aug/2016)
- Students are to submit their request to add the activity to their CCR record by **Thurs, July 28/2016 @ 4:00 pm**

**Printing Your Co-Curricular Record (CCR)**

You do not have a CCR record until you have requested to have an activity added to your CCR record and it has been approved.

Once an activity leader/validator has approved your request, you will have a CCR record to print.

To print your CCR Record which will be in the form of a PDF document:

- Select the blue button [Print My Co-Curricular Record], you will be directed to save the CCR record to your computer/laptop; name the file and save the file asked to name your file and save it to your computer.
- **Once saved on your computer, you can print as many copies of your CCR record as needed.**
  Recommendation: print the CCR using a colour printer and on quality paper.

**Note:**
- before printing your CCR record, review your accepted and declined activity requests which are listed at the bottom of the page under [My Record]
- click on the PDF icon to confirm that the declined activities are not showing on your CCR record

**Note:**
- Alumni will not have access to the student view of the CCR website and therefore will not have access to their profile.

Alumni can request copies of their CCR record by emailing mysheridanccr@sheridancollege.ca
The CCR’s Authenticity Code:

Each CCR record is assigned a 20 digit numeric code found at the top of the CCR record. Employers can confirm the authenticity of your CCR record by:

- Visit the public view of Sheridan’s CCR website (the URL is found at the bottom of the CCR record)
- Select the tab [Verify a Record]
- Input your 20 digit numeric code found at the top of your CCR record

Requesting to add a new activity to the CCR’s Directory of Activities

Before an activity can be included in the CCR’s Directory, it must meet the following criteria:

1. Be co-curricular in nature and is not required for academic credit
2. Provides students with meaningful learning opportunities
3. Support and foster personal and professional growth
4. Takes place on or off campus and have an identifiable link to Sheridan College; activities can include volunteer opportunities and community initiatives
5. Meet Sheridan’s validation requirements; only activities sanctioned by Sheridan College and validated by a member of Sheridan College are eligible for CCR recognition
6. Activities must be 10 hours or longer in duration

Special Note: CCR activities can be paid or unpaid opportunities for students.

Sheridan students, faculty and staff can submit requests to add new activities to the CCR’s Directory, however only those requests submitted prior to the start of the activity, or shortly after it has begun, can be considered for the current academic year.

Requests to add new activities to the CCR’s Directory can be forwarded to the CCR’s Site Administrations, Christina Wiggins and Diana Herholz via the following email address: mysheridanccr@sheridancollege.ca
Using your Co-Curricular Record (CCR)

Having a CCR record gives you an advantage by:

- Supporting your credentials when applying for jobs, internships, scholarships, bursaries and awards
- Providing employers with concrete evidence of your motivation to take responsibility for your learning and personal growth
- Demonstrating your initiative to get involved and make a difference in your community
- Supporting your application when pursuing further education

Your Portfolio

You can include a copy of your CCR record as an artefact in your portfolio. You can colour print your CCR record from the CCR website if you are creating a print portfolio. You can also download the PDF version of your CCR if you are creating an e-Portfolio.

Where the CCR record is placed in the portfolio depends on how you are organizing your portfolio’s table of contents. Suggested sections it could be placed under include:

- Community Involvement / Volunteerism
- Co-Curricular Activities
- Certificates

Contact Sheridan’s Career Centre to schedule an appointment to meet with an Employment Consultant, they will provide you with guidance in the development of your portfolio.

Your Search for Work

A survey found that 41% of employers said they would consider volunteer work as important as paid work. 20% of employers said they have made a hiring decision based on volunteer work.

It is important to include volunteer work experience on your resume because it shows initiative and it can also lead to securing paid work in your field of interest.

Your Resume

You are strongly encouraged to list your CCR activities on your resumes under the heading:

- Community Involvement / Volunteering

Sheridan’s Employment Consultants can assist you with developing your resume and including your CCR activities.

Sheridan’s Co-Curricular Record
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Got questions? Get answers! email: mysheridanccr@sheridancollege.ca
Your Job Interview

You need to be prepared to discuss in an interview the competencies you developed as a result of your participation in a CCR activity.

You should be able to provide specific examples of how you demonstrated those competencies and be able to make the connection between the competencies you chose and your career goals.

Sheridan's Employment Consultants can assist you with preparing for a job interview.

Your Scholarship and Bursary Applications

You can include a copy of your CCR record with scholarships and bursary applications to further support your statements about your community involvement activities.

Pursuing Further Education

You can include a copy of your CCR record with your applications for further education to support your learning outside the classroom as well as your community involvement.

Contact Us

If you have questions about the information contained within this document, or require more information about Sheridan’s Co-Curricular Record (CCR) including how to request to add a new activity to the CCR’s Directory, please email us:

MySheridanCCR@sheridancollege.ca

Christina Wiggins, Co-Curricular Record Project Lead
Diana Herholz, Co-Curricular Record Database Administrator

We welcome your comments and suggestions!