



## **Record of Student Development Policy and Procedures**

<b>Contact Officer:</b> Manager, Student Learning and Transitions
<b>Responsible Office:</b> Student Learning and Transitions
<b>Originally Issued:</b> 2005
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### **Purpose of this Policy:**

This policy is intended to be used as the standard by which learning opportunities, co-curricular activities, on campus employment opportunities, and awards are assessed for inclusion in the Record of Student Development (RSD) program. It is also to be used to provide protocol on administering the Record of Student Development.

### **The Purpose of the Record of Student Development Program is to:**

- Encourage and recognize meaningful student experience;
- Maximize and support opportunities for student learning and reflection that occur as a result of student involvement;
- Complement the academic experience by encouraging further co-curricular involvement; and
- Serve as a tool for students wishing to connect with involvement opportunities at Nipissing University.

### **Benefits of Student Participation in the Record of Student Development Program:**

- Your record is a great tool to help you identify, evaluate, and reflect on the learning you participated in as a result of engagement in activities outside of the classroom.
- Upon completion of the program:
  - ✓ You receive an officially endorsed and verifiable record acknowledging the breadth of your co-curricular involvement.
  - ✓ Your record can be used to complement your resume in communicating with potential employers about your co-curricular involvement and learning.
  - ✓ Your record can be used to enhance graduate school or financial aid applications
  - ✓ By participating in the program, you are contributing to enhancing the culture of student involvement at Nipissing University.



## **Roles and Responsibilities:**

### **Student:**

For the purposes of the Record of Student Development program, a 'student' is defined as an individual currently enrolled in at least one course at Nipissing University, who is interested in building a Record of Student Development transcript while pursuing their studies.

Responsibilities of the student include: registering to participate via [rsd.nipissingu.ca](http://rsd.nipissingu.ca), seeking out opportunities to get involved in various activities through the online Student Portal, adding completed activities to their online account for consideration, completing 20/27 Competencies available to students, writing a short 250 – 500 word reflection prior to receiving their official transcript, and abiding by the RSD policy.

### **Supervisor:**

A 'supervisor' is a staff, faculty member, or community member who oversees, coordinates, or facilitates a particular activity/award (workshop, group, club, event, volunteer opportunity, on campus employment opportunity etc). Students may also be supervisors at the discretion of the RSD Team Lead.

The supervisor is responsible for adding an activity/award to the Record of Student Development program via the "**Submit an Activity/Award**" form on the [nipissingu.ca/rsd](http://nipissingu.ca/rsd) website. Once approved, the supervisor is responsible for tracking student participation in the activity and ensuring the chosen Competencies are fulfilled and demonstrated by student participants. After the date of the activity has passed, the supervisor is required to submit an "**RSD Verification Spreadsheet**" with the names of participants to be approved (or declined) for RSD recognition. The "RSD Verification Spreadsheet" is to be submitted within two weeks of the date the activity has occurred, whenever possible.

Supervisors retain the right to decline a student's request for the inclusion of an activity on their Record of Student Development Transcript if they feel the student did not effectively fulfill and/or demonstrate the Competencies for that activity. Supervisors may also choose to approve students individually for a reduced number of Competencies.

### **Record of Student Development Administrators:**

'RSD Administrators' are staff members designated by the Manager, Student Learning and Transitions, that support students who participate in the Record of Student Development program via email, phone, and one-on-one appointments.

RSD Administrators are responsible for reviewing and managing RSD student accounts in consultation with supervisors. This involves dealing directly with student questions and



concerns, monitoring student progress, reviewing student reflections, and issuing official transcripts to students via email.

Before approving an activity/award on a student's account, RSD Administrators are responsible for ensuring the authenticity of the request. This is accomplished by checking documented RSD Verification lists and communicating with supervisors to confirm the student both participated in the activity and fulfilled the activity's chosen Competencies. RSD Administrators may only approve students' activity/award requests that adhere to this document.

### **Record of Student Development Team Lead:**

'**The RSD Team Lead**' is a staff member designated by the Manager, Student Learning and Transitions that oversees the coordination of the Record of Student Development program.

The RSD Team Lead is responsible for working with supervisors to approve or decline Activity Submissions, creating accounts for RSD Administrators, training student staff, professional staff, faculty, and community members on RSD program policies and procedures, and any other duties associated with the maintenance, administration, and delivery of the Record of Student Development program.

### **Policy Statement:**

The Record of Student Development is an official Nipissing University document acknowledging a student's co-curricular development.

### **Objectives:**

The Record of Student Development will include activities that:

- Provide students with meaningful learning opportunities.
  - ✓ To ensure activities provide learning opportunities for students, each activity must exemplify at least one of the Record of Student Development Competencies (Appendix A).
  - ✓ These Competencies can be used to guide programming, training, and anticipated learning for student participants.
- Are co-curricular in nature.
  - ✓ Nipissing University defines honoraria as thank you payments of nominal value for voluntary services; therefore, roles in which honoraria are issued can be recognized on a student's Record of Student Development.
  - ✓ On campus student employment opportunities approved by Human Resources at



Nipissing University are recognized as activities that can be added to a student's Record of Student Development

- ✓ The Record of Student Development recognizes student involvement that complements a particular course, program, and/or curricular learning such as, community service learning, special lecture series etc.
- Meet verification process requirements.
  - ✓ All activities must be verified by a supervisor before they can be included on a student's Record of Student Development.
  - ✓ Only verifiable activities sanctioned by Nipissing University are eligible for recognition.
  - ✓ Annual recurring activities will be reviewed yearly by the Record of Student Development Team Lead to ensure contact information, activity description, restrictions, how to apply, and Competencies are up-to-date.
  - ✓ All activities must be verified no later than the 15<sup>th</sup> of April each year.
- Support and foster personal growth through experience.
  - ✓ The Record of Student Development recognizes opportunities that lead to personal growth and development.
  - ✓ These experiences provide students with opportunities to make meaningful contributions to the Nipissing University and North Bay communities, to develop transferable skills, and to engage in activities which embody a commitment to holistic learning.
- Fit within one of the four categories below.
  - ✓ Awards and Recognition
    - This category recognizes Nipissing University awards bestowed upon students for extracurricular involvement **or** academic awards not recognized on the Academic Transcript.
  - ✓ Involvement and Outreach
    - This category recognizes participation in a volunteer or community service initiative on campus or in the North Bay community. Participation may be individual or as part of a student group or club.



✓ Leadership and Self Development

- This category recognizes activities where: (1) a student takes on a leadership role within an on-campus group; (2) a student is in a leadership position that develops and implements activities, programs, or events that are in service of the Nipissing University community; (3) a student participates in a self-development training or learning experience that contributes to their overall growth and development as an individual or complements their academic learning.

✓ Student Employment

- This category recognizes on campus student employment opportunities recognized by Human resources at Nipissing University. This opportunity aids in the development of skills and competencies that are paramount to career preparedness.

**Entities Affected by this Policy:**

This policy applies to all Nipissing University students who register for the Record of Student Development programs, those who engage with the program as supervisors, the RSD Team Lead, and RSD Administrators.

**Web Address for This Policy:**

[www.nipissingu.ca/rsd](http://www.nipissingu.ca/rsd)

**Web Address for the RSD Student Portal:**

[rsd.nipissingu.ca](http://rsd.nipissingu.ca)

The RSD Student Portal can also be accessed via MyNipissing under the Services drop-down menu.

### Appendix A: Competency Definitions

<b>Competencies</b>	<b>Definition</b>
<b>Collaboration</b>	Working with others toward a common objective(s) through sharing of ideas, knowledge, and responsibilities.
<b>Commitment and Accountability</b>	Assuming responsibility for and following through on actions, decisions, and/or policies.
<b>Communication</b>	Using verbal, nonverbal, auditory and/or visual formats to effectively convey and interpret information.
<b>Conflict Negotiation</b>	Managing conflict by focusing on the issues at hand, balancing the needs and interests of others, and finding common ground.
<b>Critical Thinking</b>	Engaging in reflective and independent thinking by making use of information, drawing logical connections between ideas, evaluating arguments, solving problems and seeking relevant sources to inform thinking.
<b>Decision Making</b>	Making each decision appropriate to the context it is situated in.
<b>Digital Literacy</b>	Confidently and critically navigating existing and emerging technologies with the goal and result of producing quality work.
<b>Environmental Consciousness</b>	Demonstrating a commitment to the environment including: promoting and advocating for environmental sustainability and/or acting in ways that help not harm the earth.
<b>Emotional and Interpersonal Intelligence</b>	Understanding and expressing emotions in a way that is appropriate to the context of the situation including: being aware of personal strengths, and weaknesses, being open to feedback and new perspectives; and striving for self-development and continuous learning.
<b>Empathy</b>	Being aware of and being sensitive to others by attempting to understand thoughts and feelings from their frame of reference.
<b>Engaging Arts and Culture</b>	Exploring the world of arts and culture including: engaging in cultural and artistic expression and/or developing an appreciation for the value and meaning of art in society.
<b>Ethical Practice</b>	Acting in ways that promote ethical practice including: adhering to policies, procedures, agreements, codes of conduct, and/or contracts.
<b>Equity and Diversity</b>	Connecting and building meaningful relationships with others while recognizing that people hold various and interconnecting identities stemming from different backgrounds, beliefs and/or experiences.
<b>Excellence</b>	Demonstrating exceptional and quality work.



<b>Functioning Independently</b>	Functioning without the assistance or guidance of others.
<b>Goal Setting</b>	Laying out a course of action to complete an intended goal by identifying tasks and setting deadlines for completion.
<b>Health and Wellness</b>	Promoting and encouraging actions and conditions that enable healthy self, individuals, communities and/or groups including: physical, emotional, spiritual, relational, and mental health.
<b>Idea Generation</b>	Creating, and developing ideas by expanding one's thinking beyond convention.
<b>Inclusion</b>	Engaging in ways to cultivate a welcoming environment that includes others. Fostering a greater sense of belonging and/or shared commitment to community.
<b>Initiative</b>	Taking action and/or taking charge.
<b>Intercultural Fluency</b>	Demonstrating a commitment to engaging with and learning from others through diverse and meaningful cultural interactions.
<b>Leadership</b>	Motivate, empower and mobilize individuals and/or groups to accomplish a mission, goal and/or task.
<b>Organization</b>	Developing processes, strategies and tools that allow one to effectively manage, monitor, and utilize information, resources and materials.
<b>Providing Feedback</b>	Offering respectful feedback in a manner that is timely in an effort to improve another person's or group's decisions, productivity, and/or interactions.
<b>Receiving Feedback</b>	Considering feedback from others in a constructive and respectful manner.
<b>Research</b>	Using effective research skills, strategies and/or tools.
<b>Responding to Change</b>	Smoothly adapting to instances of change and transition.
<b>Social Responsibility</b>	Demonstrating an awareness of social issues and developing a sense of active citizenship to the benefit and welfare of society and its members.